Montgomery Community College

1991-1992 Catalog

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MONTGOMERY COMMUNITY COLLEGE
P.O. Box 787
Troy, North Carolina 27371
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CATALOG

Montgomery Community College issues this catalog to furnish information about the institution and its programs. The provisions of this publication are not to be regarded as an irrevocable contract between the student and Montgomery Community College. The College reserves the right to change any provision or requirement at any time within the student's term of residence, or to add or withdraw course offerings. The College further reserves the right, at any time, to request that a student withdraw when such action is considered to be in the best interest of the student or institution.

Copies of this public document were printed at a cost of $6,144.00 or $1.54 per copy.

ACCREDITATION

Montgomery Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate Degree.

VISITORS

Visitors to the College are welcome during normal operating hours and at other times by appointment. Visitors should check with either the receptionist or the President's office when coming on campus. Either of these locations will provide information and directions.

NON-DISCRIMINATION STATEMENT

Montgomery Community College has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the Regulations issued there-under. Under the Assurance, Montgomery Community College is committed not to discriminate against any person on the grounds of race, creed, color, sex, age, handicap, or national origin in the admission policies and practices relating to the treatment of students and other individuals, including the provision of services, financial aid, and other benefits, and including the use of any building, structure, room, space, materials, equipment, facility or other property.

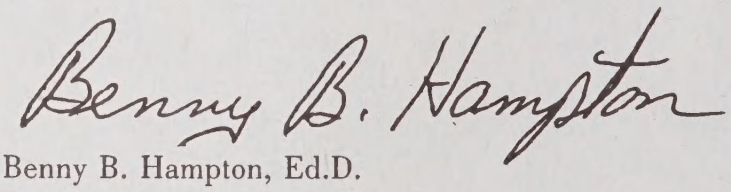
MESSAGE FROM THE PRESIDENT

The trustees and employees of Montgomery Community College are dedicated to providing quality educational programs for the adult population served by the College. Our open door policy means simply that we will take adult students where they are and help them advance as far as they will or are able to go within the limits of the programs offered.

While Montgomery Community College is large enough to offer a variety of quality programs, it is still small enough to have a friendly atmosphere and a concern for individual students. The faculty, staff and administrators are dedicated to helping our students reach their educational goals. Those goals may include learning to read, completing the high school equivalency (GED), learning how to apply for or keep a job, upgrading knowledge or skills for present jobs, preparing for a new or better job through our vocational or technical programs, or taking courses to transfer toward a four-year degree at another college. Many of our students take courses just because they want to learn something new or for other personal reasons which are important to them. Learning is a life-long process. One never gets too old to learn; in fact, older adults often learn with more meaning and understanding than do younger people.

Montgomery Community College has a variety of vocational and technical programs as well as general education and non-credit continuing education courses. Four of the vocational programs are unique to the area and are recognized throughout the nation. These four programs, Gunsmithing, Metal Engraving, Production Pottery, and Taxidermy, are functioning examples of the efforts of Montgomery Community College to meet a wide range of educational needs for the adult population.

I hope you will seriously consider Montgomery Community College in your educational plans. The friendly, caring people of Montgomery County coupled with a dedication to quality educational programs and concern for the individual student on the part of Montgomery Community College personnel make Montgomery County a great place to live, work and learn. Montgomery Community College is your college. I invite you to take advantage of its many programs and services.



Benny B. Hampton, Ed.D.
President

MONTGOMERY COMMUNITY COLLEGE
ACADEMIC CALENDAR

FALL QUARTER	1991-92
Labor Day Holiday	Sept. 2
Registration Day for New Students	Sept. 3
Classes Begin	Sept. 5
Last Day to Drop/Add/Enter Class(es)	Sept. 10
Last Day for Tuition Refund	Sept. 14
Mid-Term: Last Day to Drop Course Without Penalty	Oct. 14
Trial Schedules Due to Registrar	Nov. 4
Payment Dates for Students Returning Winter Quarter	Nov. 18, 19, 20
Last Day of Fall Quarter Classes	Nov. 20
Fall Quarter Grades Due to Registrar	Nov. 21

WINTER QUARTER	
Registration Day for New Students	Nov. 21
Classes Begin	Nov. 22
Last Day to Drop/Add/Enter Class(es)	Nov. 27
Thanksgiving Holidays	Nov. 28-29
Last Day for Tuition Refund	Dec. 1
Instruction Ends for Christmas Holidays	Dec. 19
Instruction Resumes	Jan. 2
Mid-Term: Last Day to Drop Course Without Penalty	Jan. 15
Martin Luther King Holiday	Jan. 20
Trial Schedules Due to Registrar	Feb. 6
Payment Dates for Students Returning Spring Quarter	Feb. 20, 21, 24
Last Day of Winter Quarter Classes	Feb. 24
Winter Quarter Grades Due to Registrar	Feb. 25

SPRING QUARTER	
Registration Day for New Students	Feb. 25
Classes Begin	Feb. 28
Last Day to Drop/Add/Enter Class(es)	March 4
Last Day for Tuition Refund	March 8
Mid-Term: Last Day to Drop Course Without Penalty	April 7
Instruction Ends for Spring Holidays	April 16
Instruction Resumes	April 27
Trial Schedules Due to Registrar	May 6
Payment Dates for Students Returning Summer Quarter	May 20, 21, 22
Last Day of Spring Quarter Classes	May 22
Spring Quarter Grades Due to Registrar	May 25
Memorial Day Holiday for Students	May 25

SUMMER QUARTER	
Registration Day for New Students	May 27
Classes Begin	May 28
Last Day to Drop/Add/Enter Class(es)	June 3
Last Day for Tuition Refund	June 6
Instruction Ends for Independence Holidays	July 3
Instruction Resumes	July 13
Mid-Term: Last Day to Drop Course Without Penalty	July 13
Trial Schedules Due to Registrar	Aug. 3
Payment Dates for Students Returning Fall Quarter	Aug. 17, 18, 19
Last Day of Summer Quarter Classes	Aug. 19
Summer Quarter Grades Due to Registrar	Aug. 19
Graduation	Aug. 21

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GENERAL INFORMATION

HISTORY

The State Board of Education issued a charter to Montgomery Community College on September 7, 1967. As directed by law, eight members were appointed to the Board of Trustees.

In November, 1967, administrative and teaching personnel were employed. Extension classes were conducted in 1967-68. Full-time curriculum students were accepted in August, 1968. First students were graduated in June 1969.

Adult Basic Education and Adult High School Diploma Programs began October, 1968. In June, 1968, the building on Page Street was occupied as a temporary location of Montgomery Community College.

On June 3, 1971, the State Board of Education approved Montgomery Community College as a chartered technical institution, effective July, 1971.

In compliance with the law, four additional trustees were appointed by the Governor on December 1, 1971. Local control of the college is the responsibility of the Board of Trustees. The President of the Student Government Association serves as an exofficio member of the Board.

In October 1975, the citizens of Montgomery County passed a bond issue authorizing the construction of a new campus. The campus has approximately 73,000 square feet of space and is located on a beautiful wooded 149 acre tract of land.

PURPOSE

MCC exists to meet the educational needs and desires of the adult population and business and industry in the community by providing technical, occupational and general education programs at reasonable expense. Each adult who applies will be admitted to an appropriate program based on the individual's identified educational abilities, needs and interests. The College also provides vital services to the community through the library, Student Development Office and scheduled cultural enrichment programs.

MCC provides instruction to help individuals acquire those basic skills needed to contribute effectively in society. Continuing education programs are designed to meet specific needs in basic educational competencies, high school completion, upgrading occupational skills, and other avocational or practical skills required for the rapidly changing technology and individual lifestyles in the community.

Curricular programs reflect the changing technical, commercial, industrial, and health needs of the county and surrounding areas. Remedial preparation, certificates, diplomas, and associate degrees are offered through various programs. Courses and programs are offered at times and locations convenient to prospective students.

MCC cooperates with other agencies and organizations to provide services to the citizens of the service community. Through this cooperation the College strives to be a center of cultural and educational activities for the adult citizenry.

INSTITUTIONAL GOALS

The following are the institutional goals adopted by the Montgomery Community College Board of Trustees to help the various areas of the College meet its purpose.

Goal 1 - Students

To provide educational and support programs within an open-door context. Actively serve students from all academic levels, including non-traditional ages, lower socioeconomic backgrounds, and those deficient in basic skills.

Goal 2 - Instructional Programs

To provide a comprehensive instructional program committed to quality teaching and successful student achievements as measured by identified success factors.

Goal 3 - Faculty and Staff

To provide opportunities for faculty, staff and administration to develop professionally.

Goal 4 - Administration and Finance

To provide a management and planning system which ensures productivity, fiscal responsibility, and accountability in the use of public funds. Provide for the utilization and distribution of all available financial resources to strengthen academic and support programs within established budgets.

Goal 5 - Facilities

To plan, provide, and maintain an educational facility which will be attractive, safe, flexible, and will enhance student learning, achievement, and development.

Goal 6 - Institutional Development

To provide a positive image through marketing and public relations activities to the College's various publics. Provide institutional development programs which will support the college's goals and educational programs through planning, evaluation, and external funding coordination.

Goal 7 - Community Interaction

To establish increased cooperative relationships between the College and educational, economic, civic and cultural groups in the community.

Goal 8 - Self-Study

To examine the weaknesses and strengths of the College through an intensive evaluation process. To provide participating involvement of

each member of the College community to enhance reaffirmation of accreditation by the Southern Association of Colleges and Schools.

The objectives of Montgomery Community College are:

To inspire in students an active desire for continuing personal growth and development as an essential quality of life.

To provide guidance designed to help the student understand himself/herself and his/her involvement in vocational and avocational experiences.

To provide suitable courses for adults who wish to further their education, enrich their lives, and improve their personal efficiency.

ADMISSIONS (CURRICULUM PROGRAMS)

THE "OPEN DOOR" POLICY

Montgomery Community College is a state-supported institution operating under an "open door" admission policy. This means that any person, whether a high school graduate or non-graduate, who is 18 years old or older and who is able to benefit from further formal education will be served by the institution.

The "open door" policy does not mean there are no restrictions on admission into specific programs. It does mean these restrictions are flexible enough to allow students opportunities for admission into specific programs when they demonstrate aptitude for these programs as determined by personal interest, academic background, placement tests, and personal interviews.

If an academic deficiency exists, applicants will be given an opportunity to remove the deficiency by taking preparatory work.

Persons between 16 and 18 years of age who have special needs may be considered for admission with the approval of the local superintendent of schools and/or parents or guardian.

Montgomery Community College and the Montgomery County Board of Education have a dual enrollment agreement for high school students between 16 & 18 years of age.

High school students may earn college credit which may be applied to a degree at Montgomery Community College or transferred to another college, while completing the normal requirements for high school graduation. Information concerning dual enrollment is available from the Student Development Office at Montgomery Community College.

GENERAL ADMISSIONS PROCEDURE

All correspondence concerning admissions to curriculum programs should be addressed to:

Admissions Office
Montgomery Community College
P.O. Box 787
Troy, NC 27371

Applicants for admission into a curriculum program at Montgomery Community College should complete the following general admission procedures:

1. Obtain an Application for Admission form and return it properly completed to the Admissions Office in Student Development.
2. Request that a transcript of all high school academic work be sent to the Admissions Office. In cases where high school students have not completed their final course work, a supplemental grade report should be forwarded to Montgomery Community College after graduation.
3. Request that transcripts of all post-high school academic work be sent to the Admissions Office if credits from prior training is desired.
   NOTE: All applicants applying for Veterans Educational Benefits must submit official transcripts of all post-secondary work prior to certification.
4. Have a personal interview if requested by the Admissions Office.
5. Take the assessment inventory upon notification by the Admissions Office.
6. Complete any additional requirements for specific curricula.

SPECIFIC ADMISSIONS REQUIREMENTS

ASSOCIATE DEGREE PROGRAMS

A high school diploma, or the equivalent, is required of all applicants for degree programs. The high school equivalency certificate (GED) or the state adult high school diploma is acceptable. General Education Development (GED) scores must meet North Carolina standards with a total score of 225 with no single test score below 35.

Assessment inventories to determine academic readiness are given to new students in associate degree programs. The results are used for advising and placement purposes only and in no way affect the student's acceptance at MCC. As an alternate to the assessment inventories, students who elect to take the SAT in high school and score 400 or above on the verbal and/or 400 or above on the math portions will be exempt from the applicable section(s) of the assessment inventory.

VOCATIONAL PROGRAMS

A high school diploma, high school equivalency certificate (GED), or state adult high school diploma is desirable; however, consideration is given to any applicant whose interest and ability make successful completion of a diploma program likely. Applicants without a high school diploma or GED must demonstrate an ability to benefit by successfully completing an assessment inventory prior to registration.

Vocational diploma programs may require an applicant to complete an assessment inventory after acceptance.

PRACTICAL NURSE EDUCATION (LPN)

A high school diploma, high school equivalency certificate (GED) that meets North Carolina Standards (as stated above), or the state adult high school diploma is required.

Applicants must demonstrate the potential for educational achievement evidenced by successful completion of pre-admissions tests for the Practical Nurse Education curriculum. Upon initial inquiry, prospective applicants will be given the minimum score requirements for the California Achievement Test for areas of reading vocabulary, reading comprehension, language expression, and mathematics computation.

LPN applicants must complete an orientation session with a Student Development staff member **and** a personal interview with a Nursing Department representative.

All nursing applicants must meet physical and emotional health requirements necessary to provide safe nursing care. Obtain from MCC a "Report of Medical History" form. Complete the required physical examination by a licensed physician and submit the completed form to the Admissions Office. The "Report of Medical History" form must be reviewed for satisfactory results prior to the final interview with the Director of Nursing.

Students not meeting admissions criteria will be counseled regarding removal of deficiencies.

SPECIAL CREDIT STUDENTS

Admission as a Special Credit student requires completion of Montgomery Community College Application for Admission and the satisfaction of any necessary prerequisite course requirements.

INSTITUTIONAL EVALUATION

When all information is received by the Admissions Office, the applicant's personal record will be reviewed. If success in an applicant's chosen field appears possible based on admissions information, the applicant may be admitted to the program of his/her choice. Should the applicant need additional educational preparation as indicated by transcripts, assessment inventories or previous grades, he/she will be counseled regarding removal of deficiencies.

For the Practical Nurse Education Curriculum, applicants' personal records will be evaluated on or around the specified dates of January 31, February 28, and March 31, or until the maximum number for enrollment is met.

Applicants who meet the admission requirements may enroll at the beginning of any quarter, as long as enrollment quotas for the program have not been filled or the program does not have specified prerequisite course/program requirements.

READMISSION

Former students who left Montgomery Community College in good standing are encouraged to reenroll for further study. Students who have been out a quarter or longer should contact the Admissions Office so the students' files can be reactivated. If a conference with a counselor or academic advisor is required, the student will be notified.

Course work previously taken at MCC will be evaluated for credit according to merit and relevance. Students being readmitted are required to satisfy requirements for graduation according to the current approved standards for that particular curriculum.

Nursing students who do not complete the Practical Nurse Education program in **three years** will be required to retake and repass the entire program beginning with the first quarter.

Former students desiring to reenter from academic suspension must do so through the Student Development Counselor. Former students who were withdrawn for disciplinary reasons must reenter through the Dean of Student Development.

RESIDENT STATUS FOR ADMISSIONS INTO CURRICULUM PROGRAMS

The following policy applies to priorities for admission into programs with established enrollment maximums:

1. Up to 75 days prior to the beginning of a quarter, applicants from Montgomery and contiguous counties are given priority on available openings on a first-come, first-qualified basis. Contiguous counties include: Randolph, Moore, Richmond, Anson, Stanly, Rowan and Davidson.

2. After the 75 day period, applicants are accepted on a first-come, first-qualified basis regardless of their county or state of residence.

3. Students already enrolled have a priority equal to Montgomery and contiguous counties and may transfer from night to day and day to night within the same program when space permits.

4. Residency classification is made by the Dean of Student Development. Any applicant desiring to appeal his/her residency classification may do so in writing to the Admissions Committee, Montgomery Community College.

REGULAR CURRICULUM STUDENT

A "regular student" is a curriculum student enrolled or accepted for enrollment for the purpose of obtaining a degree, diploma, or certificate.

SPECIAL CREDIT STUDENT

A "special credit student" is one who has registered for one or more credit courses to meet an individual educational need, but who has not expressed an intent to complete a given curriculum. Special Credit students must submit a "Request For Student Information Change" form and meet regular admission requirements to be approved or re-classified as a regular curriculum student. Special Credit Students are not eligible for Financial Aid or Veterans Educational Benefits.

PROVISIONAL STUDENT (DEFERRED ACCEPTANCE STATUS)

A student in this category may be a full- or part-time student who does not complete pre-admission requirements before the registration period. When the student has fulfilled all requirements, the student automatically will be admitted in good standing. The student must fulfill all requirements by the end of the quarter or he/she will not be allowed to re-enroll. Special considerations for extenuating circumstances beyond the end of the quarter requirements may be waived by the Dean of Student Development.

AUDIT STUDENT

An "audit student" is any student registered for a course for which he/she does not wish to receive credit. The audit student does not have to take required examinations; otherwise, participation and attendance in class is on the same basis as a credit student. The fee for auditing a class is the same as the fee for credit. Certain curricula, because of special requirements, have no courses open for "audit".

After registration, a student has until mid-term to change a registration to "audit". This is done through a REGISTRATION CHANGE NOTICE obtained from an academic advisor or from Student Development.

PROBATION STUDENT

Probation students are those who fail to meet the minimum academic requirements set forth by the college. Any student on probation must earn the sufficient grade point average set forth by the college the following quarter to avoid academic suspension. The student is required to consult with a counselor and may be required to take a reduced academic load or additional preparation.

FRESHMAN

"Freshman students" are those who are enrolled in a one-year vocational program, or in a degree curriculum who have earned fewer than 48 quarter hours of credit.

RETURNING STUDENT

Those who have completed the first academic year of a two-year curriculum program, or who have been enrolled in a one-year diploma program and have not completed the prescribed work for graduation are "returning students". The student will either be classified as a returning freshman or sophomore.

SOCIAL SECURITY NUMBERS

Social Security numbers are used for the purpose of identification only. Should you desire your Social Security number not be used for this purpose, please indicate this to the Registrar. A number will be assigned in lieu of the Social Security number.

REGISTRATION

The College operates on the quarter system which is eleven (11) weeks in length (excluding holidays). Courses are offered as outlined in each program area.

Each individual must officially register for each class he/she attends. Registration is held at designated times each quarter as indicated by the Academic Calendar. Student Development will notify new applicants concerning times and other

special registration procedures. Currently enrolled students are encouraged to complete early registration and payment of fees to reserve a place in class.

Registration is not complete until all fees are paid or deferred by the Business Office and the student's registration form is validated in the Business Office. The validated registration form must be presented to each instructor upon enrolling in any class. No person can participate in or attend any class unless he/she is officially registered for the class.

CLASS/PROGRAM CANCELLATIONS

The College reserves the right to cancel any class or program due to insufficient enrollment or funding. Refunds will be made or students may choose another class or program.

NOTICE OF COLLEGE REGULATIONS

All regulations found in this catalog, the student handbook, or announcements posted on bulletin boards will be followed by all students. Each student is responsible for reading these publications and official announcements.

HOUSING

Since the college has no dormitory facilities, students who wish to live away from home must make their own living arrangements. The college takes no responsibility for locating or supervising student housing. Students are encouraged to use student bulletin boards, local newspapers, and a list of local realtors as aid in obtaining housing.

DAY CARE SERVICE

Montgomery Community College offers, on a space-available basis, day care services for children of faculty, staff, and students. Children must be between 3 years of age to kindergarten age. A nominal fee is charged.

CIVIL RIGHTS COMPLAINTS

Students who feel they have been deprived of their civil rights shall confer with the institution's Compliance Officer (in the Business Office) who will attempt to resolve the complaint.

If the Compliance Officer is unable to achieve resolution of the complaint, the student may appeal in writing to the Montgomery Community College AD HOC COMPLIANCE COMMITTEE composed of the Dean of Student Development, the Dean of Vocational/Technical Programs for curriculum students or the Dean of Continuing Education for continuing education students, and two other representatives designated by the President of the College.

If the Committee is unable to achieve resolution of the complaint, further institutional appeal may be made in writing directly to the President of the College.

If the President is unable to achieve resolution of the complaint, the student should follow steps D and E under PROCEDURAL DUE PROCESS in the STUDENT CONDUCT AND CODE SECTION of the STUDENT HANDBOOK.

Further appeals may be made directly to the OCR Regional Office, 101 Marietta St. NW, 27th Floor, Atlanta, Ga. 30323.

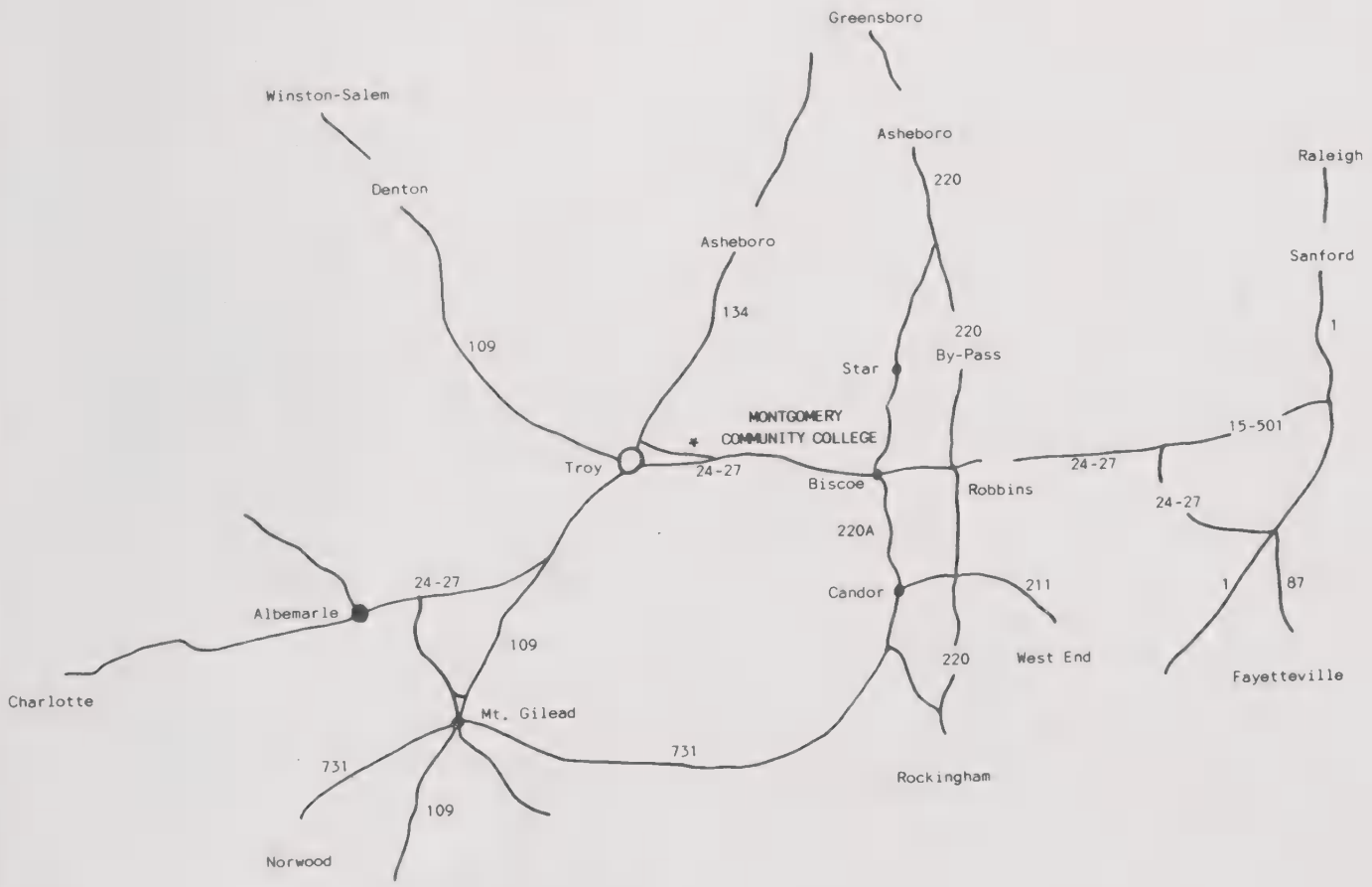
MONTGOMERY COUNTY

Montgomery County is located in the South Central part of North Carolina. The total land area of the county is 488 square miles or 319, 850 acres, making it the forty-fifth largest county in the state. Of this total, 7,700 acres are in urban or built-up areas, 8,320 acres are covered by small and large lakes, 223,000 acres are forest (34,260 of which is owned by the National Forest Service), and 32,000 acres are cropland.

The population of the county is about 23,000 and remains steady. Troy is the county seat and the home of Montgomery Community College.

The most noticeable features about Montgomery County are the large tracts of mountainous, forested, undeveloped land. The Uwharrie Game Management Area and The Morris Mountain Big Game Restoration Area are located within the Uwharrie National Forest and are ideal for hunting. The Uwharrie Game Management Area is open for deer hunting in November and its picnic facilities are open year round.

The lakes are ideal for all water related sports and fishing. Montgomery is the home of at least 21 hunt clubs and three Bass Master Clubs.



FINANCIAL INFORMATION

TUITION

All legal residents of North Carolina enrolled in a curriculum program will be charged $8.75 per quarter credit hour with a maximum tuition charge of $105.00 per quarter. Out-of-state students will pay a tuition of $81.75 per quarter credit hour with a maximum of $981.00 per quarter.

NC residents over the age of 65 years are exempt from tuition in accordance with chapter 606 of the 1975 Session Laws.

All tuition and fees are due and payable at registration.

TEXTBOOKS AND SUPPLIES

Textbooks and supplies are available through the Bookstore. Depending on the program of study, students can expect to pay between $20 and $150 for textbooks per quarter.

Certain educational programs require the student to purchase books, uniforms, tools, and/or supplies to effectively complete the course and competitively enter employment. These costs vary according to the program in which the student is enrolled. A list of approximate costs and items needed can be provided by the department of interest. Purchase is directly related to our policy of ownership.

POLICY OF OWNERSHIP — All products produced by the student with institutional supplies, materials, tools, and equipment are the property of the college. However, students may have the option to supply their own supplies, materials, and tools. The products produced then are the personal property of the student, and the college will charge only for the institutional consumables used by the student in producing the product.

LATE REGISTRATION FEE

A $5.00 late registration fee may be charged to anyone who does not complete registration prior to the first day classes begin as listed in the college's academic calendar.

ACCIDENT INSURANCE

All students are encouraged to purchase accident insurance at a nominal cost. Accident insurance covers the student while attending classes and reasonable travel time to and from classes. The period of coverage is for an academic year beginning in September and ending in August. A Waiver of Student Insurance must be signed by all students not purchasing insurance.

OFFICIAL TRANSCRIPTS

Upon written request, the college will provide, for each student, up to three transcripts free of charge. Additional transcripts will be provided for $1.00 each. Students may receive or have transmitted, copies of transcripts only on themselves. MCC reserves the right to deny transcripts or copies of records not required to be made available by the Family Educational Rights and Privacy Act in any of the following situations: (1) The student has an unpaid financial obligation to the college; (2) The student has an overdue library book(s), equipment, or materials belonging to the college; and (3) There is an unresolved disciplinary action against the student.

ACTIVITY FEES

All curriculum students are required to pay an activity fee each quarter. This activity fee is budgeted by the Student Government Association and is used for special activities and other student-oriented activities and events. Activity fees will be as follows:

1 through 5 credit hours $2.00
6 or more credit hours $4.00

GRADUATION EXPENSES

The fees below include all costs of graduation or receiving a diploma in absentia. Students are expected to pay this fee at the beginning of their last quarter in residence.

High School Completion $18.00
CurriculumPrograms $22.00

For each additional curriculum major add $5.00.

At the request of the student, a certificate of completion is available at no charge in lieu of the above expenses.

RESIDENT CLASSIFICATION FOR TUITION PAYMENT

The tuition charge for legal residents of North Carolina is less than that for non-residents. A legal resident of North Carolina is one who has established residence in this state. Students should know their residence status for tuition payment and understand the regulations governing residence status.

General Statute 16-143.1 (b) passed by the 1973 General assembly of North Carolina reads:

"To qualify for in-state tuition a legal resident must have maintained his/her domicile in North Carolina for at least the 12 months immediately prior to his/her classification as a resident for tuition purposes. **In order to be eligible for such classification, the individual must establish that his or her presence in the**

state during such twelve-month period was for purposes of maintaining a bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education; further, (1) if the parents (or court-appointed legal guardian) of the individual seeking resident classification are (is) bona fide domiciliaries of this state, this fact shall be prima facie evidence of domiciliary status of the individual applicant and (2) if such parents or guardian are not bona fide domiciliaries of this state, this fact shall be prima facie evidence of non-domiciliary status of the individual."

Because a student lives in NC for one year does not guarantee resident status has been met. The student must satisfy requirements set forth by the General Assembly of NC and the State Residence Committee. A copy of these policies and procedures are available for review in Student Development.

MONTGOMERY COMMUNITY COLLEGE RESIDENCE CLASSIFICATION PROCEDURES

The following procedures are used by Montgomery Community College to classify students by residence for tuition purposes and to hear appeals from initial classification at the campus level.

1. The Montgomery Community College APPLICATION FOR ADMISSION requests the date of birth, county and state of legal residence, and a statement as to the length the applicant has maintained his/her domicile/legal residence in NC.

2. When necessary, the applicant will be requested to complete the North Carolina Public Higher Education RESIDENCE-AND-TUITION STATUS APPLICATION.

3. The Admissions Officer is responsible for reviewing and determining residence status for initial applications and re-classifications for current students.

4. When necessary, a Residence Classification Committee consisting of the Dean, the Registrar, and Admission Counselor is convened to determine the status of an initial application or reclassification of a current student for tuition purposes. When convened, each member has one vote. Meetings are held on the last workday of each quarter.

5. Appeals concerning initial classification or re-classification must be made to the Admissions Committee at Montgomery Community College within **10** calendar days after receiving written notice concerning residence classification.

   NOTE: If the applicant does not claim to be a legal resident on the APPLICATION FOR ADMISSION, no written notice concerning residence classification is necessary.

6. The Admissions Committee at Montgomery Community College shall render a decision within 3 school days after receiving the applicant's (petitioner's) appeal.

7. Appeals beyond the institutional level must be made in accordance with policies and procedures of the State Residence Committee.

REFUND POLICY FOR CURRICULUM STUDENTS

Tuition refund for a student shall not be made unless the student is, in the judgment of the institution, compelled to withdraw for unavoidable reasons. In such cases, two thirds (⅔) of the student's tuition may be refunded if the student withdraws within ten (10) calendar days after the first day of classes as published in the school calendar. Tuition refunds will not be considered for tuition of five dollars ($5.00) or less, except if a course or curriculum fails to materialize, in which case all tuition will be refunded.

Students officially withdrawing from the college for justifiable reasons before the end of the quarter may be granted credit for unused tuition upon written request to the Executive Dean of Fiscal and Administrative Affairs. This credit must be used within the next four calendar quarters.

STUDENT INFORMATION

STUDENT LIFE

A student at Montgomery Community College is someone expressing an educational need. The students are young, middle-aged and old. They are college and high school graduates, elementary and high school dropouts. They are single, married, divorced, and widowed. They are sons, daughters, parents, and grandparents.

They are people learning a trade; learning for advancement on a present job; learning to read; expressing themselves on paper or on canvas; preparing to enter a four-year college; preparing for a new career; and learning because of intellectual curiosity.

They are employed full-time, part-time, and unemployed. They have family and job responsibilities.

From this diversity of people, needs, and personalities comes one common factor — all are ordinary people with a desire to learn.

Montgomery Community College offers a formal education in an informal setting. Administration, faculty, and students mingle freely.

The classroom building is a spacious contemporary structure. Classrooms and restrooms are designed to be easily accessible to handicapped and older students.

Two lounge areas are available in which students may eat, relax and visit with each other.

STUDENT RESPONSIBILITIES

All students are responsible for the proper completion of their academic program, maintaining the grade average required, knowing their academic standing, and meeting all degree requirements. Advisors and counselors are available to all students, but final responsibility rests with the student.

STUDENT CONDUCT

Students are expected to conduct themselves like mature adults at all times. Violations are handled in accordance with policies set forth in the STUDENT CODE.

STUDENT GOVERNMENT ASSOCIATION

All students who pay the activity fee are members of this organization. They receive experience in responsible citizenship through participation in student government activities.

Activities such as sports, dances, picnics, socials, and student publications are supervised and approved by the SGA, the SGA advisor, and the Dean of Student Development.

STUDENT DEVELOPMENT SERVICES

Student Development includes admissions, records, counseling, assessment, financial aid, recruiting, public relations, student activities, placement, and follow-up. The objective of Student Development is to aid the student entering, progressing through, and completing a course of study as his/her goals indicate.

ORIENTATION

All new students are expected to participate in an orientation program conducted by Student Development. The purpose of orientation is to acquaint the student with the campus, faculty, student leaders, support services and to discuss policies and regulations of the College. Topics may include: calendar of events, student conduct, academic advising process, financial aid and veteran benefits, student activities, day care facilities, attendance policy, withdrawal from class or school, grading system, grade reports, refund policy, placement policy, counseling services, college developmental education program, high school and GED completion information (when applicable), SGA, catalog revision, policies and procedures regarding educational records and privacy of those records, usage of the Library and Learning Center, and Procedural Due Process.

COUNSELING AND ASSESSMENT SERVICES

Human development is a life-long process leading to self-determination, self-direction, recognition of self-worth, and a positive self-concept. Our aim in counseling is to be agents of human development . . . to assist the student with the decision-making processes to reach his/her realistic and positive potential in all aspects of life. MCC Counselors maintain an open-door policy, as well as being available by appointment for day and evening students.

Counseling and Assessment services for students are provided by trained personnel. Information concerning entrance and graduation requirements, financial aid, employment trends, job opportunities, transfer opportunities, labor market information, and student activities are some of the services provided by the counseling staff.

Students are encouraged to consult with a counselor any time when a problem arises which could affect his/her progress in school. The counselor may assist with reviewing the situation and talking about alternative solutions to the problem, as well as arranging for other supportive services, if needed. Most importantly, counselors provide confidential assistance with any problem—personal, family, career or educational, by listening, giving supportive advice, and helping students to "think through" their problems. Assessment tools, such as interest inventories and tests, are used by the staff to assist each student in better understanding his/her strengths, needs, interests, and values. Assessment Inventories, to determine academic readiness, are given to new students. Proficiency exams may be given by individual instructors when appropriate.

The Counseling Center also offers career services. The major services offered are: aid to students in realistically planning a career, career and educational information, and opportunities to learn job hunting skills. The Counseling Center also has other assessment tools available, including computer software programs for career decision making and occupational exploration.

Counselors assist students in assessing their skills, interests, values, and strengths through a variety of tests, inventories, and activities. The Center maintains a library of books, pamphlets, and information which describe careers and job training programs.

Counseling Center staff members also go into the classroom to assist students in learning job-hunting skills, such as interviewing and resume writing. These presentations and learning opportunities are available to students through informal workshops offered throughout the year. The staff also maintains contact with local and area employers to encourage hiring of MCC students and graduates.

The Counseling Center provides current listings of available jobs, both full-and part-time. Listings are posted on a Job Search Bulletin Board outside the Student Development Office. Employment Security Commission microfiche listings are available to be reviewed in the Center.

FINANCIAL AID

The primary purpose of student aid is to provide financial resources to students who would otherwise be unable to pursue post-secondary education. The Financial Aid Officer at Montgomery Community College will make every effort to meet the demonstrated needs of all students, to the extent funding will permit, in an ethical manner. All aid is awarded on the basis of demonstrated financial need. Though it is felt that the primary responsibility for financing post-secondary education rests with the student and his/her family, every effort is made to provide necessary supplemental funding to insure that no student is denied the opportunity to attend Montgomery Community College because of financial limitations. Strict confidentiality is maintained in regard to all aspects of Financial Aid.

The ACT (American College Test) Family Financial Statement is the basic form to be completed in order to apply for financial aid administered through the Financial Aid Office at Montgomery Community College. While this form is a comprehensive aid application for assistance at Montgomery Community College, a student may elect to apply for the Pell Grant without completing the ACT form. Pell Grant applications, as well as ACT forms, are available at all times in the Financial Aid Office in Student Development. Essentially, aid is packaged from the following sources: Pell Grant, SEOG, (Supplemental Grant), College Work Study, and Local Scholarships. In addition, Vocational Rehabilitation and several specific scholarship awards are among other avenues of aid distributed through the Financial Aid Office.

The Financial Aid Officer is available on campus to assist any individual with information or completion of application forms in connection with Financial Aid.

VETERANS INFORMATION

The Financial Aid/Veterans Office provides information and assistance to veterans and dependents of disabled or deceased veterans who are eligible to receive educational benefits. Veterans should contact their County Veterans Service Officer or MCC's Financial Aid Officer prior to enrollment in order to complete the necessary paperwork.

Veterans applying for VA educational benefits must enroll in an approved curriculum program and take only those courses which are required for graduation. Satisfactory academic progress must also be maintained.

PROCEDURE FOR VA CERTIFICATION

Veterans should follow the steps below to ensure proper certification:

* Complete institutional application for admission
* Provide copy of high school or GED and any post high school transcripts (college and pre-college)
* Take DD-214, marriage license, and birth certificates to children (if applicable) to their County Veterans Service Officer or school VA officer.
* Complete VA Form 22-1995 if any VA Educational Entitlement has previously been used
* Complete VA Form 22-1999 and VA Form 22-1995 (if applicable) with the Financial Aid Officer at Montgomery Community College.

Veteran's certifications are generally submitted to the VA after the end of the Drop/Add period (10 calendar days after the quarter begins). After certifications have been submitted to the VA, there is a waiting period of 4-6 weeks before the first check list is issued.

It is the veteran's responsibility to make sure that all necessary paperwork is completed and turned in to the Financial Aid Officer. If any veteran has a question about whether or not all necessary paperwork has been completed, he/she should contact the Financial Aid Officer.

VA payments are based on an individual's credit hours per quarter for degree programs as follows:

DEGREE

Full Time	12 Credit Hours
¾ Time	9 - 11 Credit Hours
½ Time	6 - 8 Credit Hours

VOCATIONAL

Full Time	22 Contact Hours
¾ Time	16 - 21 Contact Hours
½ Time	11 - 15 Contact Hours

For vocational and high school programs, VA payments are based on an individual's contact hours per quarter.

HIGH SCHOOL

	LEARNING LAB	CLASSROOM
Full Time	22 Contact Hours	18 Contact Hours
¾ Time	16 - 21 Contact Hours	13 - 17 Contact Hours
½ Time	11 - 15 Contact Hours	9 - 12 Contact Hours

Additional information is available from the College Financial Aid Officer or County Veterans Service Officer.

SCHOOL CLOSING INFORMATION
(Inclement Weather)

Should it be necessary to close MCC due to severe adverse weather conditions, the announcements will be made on the radio and television stations listed below.

WJRM radio — Troy, NC
WKRX radio — Asheboro, NC
WCEL radio — Southern Pines, NC
WFMY-TV Channel 2 Greensboro, NC
WRAL-TV Channel 5 Raleigh, NC
WGHP-TV Channel 8 High Point, NC
WSOC-TV Channel 9 Charlotte, NC

ACADEMIC INFORMATION

ACADEMIC ADVISORS

Academic advising is a developmental process which assists students in the clarification of their life/career goals and in the development of educational plans for the realization of their goals. It is a decision-making process by which students realize their maximum educational potential through communication and information exchanges with an advisor; it is ongoing, multifaceted, and the responsibility of both student and advisor. The advisor serves as a coordinator of learning experiences through course and career planning and as a consultant concerning class performance, problems, and college activities. The advisor also serves as an agent of referral to other campus agencies as necessary.

Each student is assigned an academic advisor from his/her major field of study after acceptance. Curriculum Advisors will assist students during their initial registration. After this, students will meet with their assigned academic advisor.

ACADEMIC FORGIVENESS POLICY

The college recognizes that certain factors (age, maturity, preparation, etc.) play important roles in a student's academic progress. Therefore, after a five (5) year period of time, below average performance on prior work attempted may no longer be used to compute the student's GPA.

ADVANCED PLACEMENT

Montgomery Community College may allow advanced placement into approved curricula based upon completion of specified high school courses with the approval of the appropriate departmental chairperson. Through articulation efforts with high school personnel, specified high school courses will be identified and written agreements may be approved.

Advanced placement will allow a student to place into an advanced or higher level course or select a replacement course in his/her field of study in accordance with MCC's Course Substitution Policy. Credit for any MCC course not taken through advanced placement will only be allowed by passing the appropriate credit-by-examination or through appropriate scores on the Assessment Inventory given to new students.

ATTENDANCE

Students are expected to attend all scheduled classes for which they are registered. Although special circumstances may cause a student to be absent, regular attendance is essential to satisfy regular course objectives.

All absences will be evaluated by the instructor of the class which the student has missed. Individual instructors will determine whether absences are excused or unexcused.

Students who anticipate an absence should contact the instructor before the class meets. Should prior notice to the instructor be impossible, the student should expect to explain the absence upon return to class.

All work missed during absences must be made up. Failure to make up work which is missed will adversely affect the student's final grade for the course. To receive credit for a course, a student should attend 80 percent of class and 80 percent of lab hours. When absences total more than 20 percent of class time, a student may be dropped from a class. Instructors should notify Student Development when a student has missed three (3) consecutive class sessions or ten percent (10%) of the class hours required for the course.

CATALOG OF RECORD

Students in continuous attendance (summer quarter excepted) may graduate under the provisions of the catalog in effect on their date of entry into their current curriculum or under the requirements of a subsequent issue. Students not in continuous attendance must graduate under the provisions of the catalog in effect on their last entry date into the curriculum or subsequent issues. The catalog of record for a student who does a change of major is the catalog in effect at the time the change of major is effective.

COLLEGE DEVELOPMENTAL STUDIES

The Learning Resources Department provides preparatory classes in the fundamentals of English, reading, and math. The classes are designed to prepare the student for entry into his/her chosen program, and to assist in ensuring successful completion of regular academic classes.

The classes are offered through the Learning Center and may incorporate audio-visual material to enhance the learning process. Every effort is made to provide instruction that is individualized according to each student's needs.

COLLEGE LEVEL EXAMINATION PROGRAM

Credit may be allowed for up to 25% of college work based on appropriate scores of the CLEP General Examination where appropriate to the student's program of study. CLEP subject examinations are evaluated individually if applicable to the program of study.

CONTINUING EDUCATION UNITS (CEUs)

Students desiring to transfer credits into curriculum from a course completed while enrolled in a Continuing Education Program may do so according to the following guidelines:

a. The course or units shall be judged by the Student Development Staff as relevant to the curriculum.

b. Credit hours will be awarded at a value of one-tenth (1/10) of the total contact hours successfully completed.

c. All passing grades will be considered for credit. No CEUs will be used in computing the grade point average.

d. No more than 25% of the curriculum's total credit hours required for graduation can be continuing education units.

e. Proficiency examinations may be required before CEU credits are awarded.

COURSE PREREQUISITES

All curriculum courses are to be taken in a normal sequence with prerequisites taken as indicated in the college catalog. Prerequisites may be waived only by permission of the appropriate departmental chairperson or the Dean of Vocational/Technical Programs.

COURSE REPETITION POLICY

Students desiring to retake a course(s) to improve their grade may do so. The higher of the two marks will be used to compute the Grade Point Average. A course may be repeated until a minimum grade point average of 2.0 is accomplished.

A course may be repeated only once per academic year for any reason. If a student has a minimum of 2.0 grade point average, he/she may repeat any given course only once within a given academic year.

COURSE SUBSTITUTE POLICY

Substitution courses taken by students for completion of their degrees or diplomas must be approved by the appropriate departmental chairperson or the Dean of Vocational/Technical Programs. Course substitutions by students will be very limited and must be of special nature.

The college reserves the right to substitute courses whenever necessary when in the best interest of the students or college.

CREDIT-BY-EXAMINATION

A student who can demonstrate proficiency in a subject area may request a Credit-By-Examination in that subject in order to accelerate his/her studies. A student requesting this type of credit must follow specified guidelines. The student must:

1. Register for the course according to regular quarterly registration procedures set forth by the college.

2. Apply to take the Credit-By-Examination by completing the Application for Credit-By-Examination.

3. Submit this application to the appropriate departmental chairperson and Dean of Voc/Tech Programs for approval.

4. Schedule a time to complete the test with the assigned supervising instructor. The examination should be completed prior to the end of the drop/add period to afford the student the opportunity to add another class in its place. The Credit-By-Examination **must** be completed by the 20% reporting date of the quarter of application for credit to be awarded.

5. Complete a drop/add form, if the examination is successfully completed. Tuition refunds and tuition credits will not be issued for credit hours earned through Credit-By-Examination.

6. The Credit-By-Examination may be attempted only once for each course. A student who has previously received a grade of "F", "D", or "I" for the course is not eligible to attempt a Credit-By-Examination for that course.

CREDIT HOURS, CONTACT HOURS, AND COURSE LOAD

Each course listed is followed by a notation on the number of quarter hours credit it carries. Normally, the number of quarter hours earned is based on the number of class, laboratory, or shop hours spent under the supervision of the course instructor per week for the quarter.

One (1) quarter hour credit is given for each hour of class per week; for each two hours of laboratory work per week; for each three hours of manipulative laboratory or shop per week; or for each ten hours of practicum per week.

Contact hours are the number of actual hours a student is in attendance during one week.

The maximum credit hour load that can be taken without receiving special permission from the student's advisor is 22 hours.

EVENING PROGRAMS

The college offers an extensive night program which includes many of the credit courses given in the daytime, as well as non-credit courses primarily for adult general interest or occupational upgrading or retraining. The availability of credit courses at night allows the student who must work while attending school the opportunity to coordinate his/her school activities with employment.

GRADING SYSTEM

A letter grade is used to indicate the quality of a student's work in a course. Grade points are assigned for each letter so that a grade point average can be calculated. The grading system is as follows:

Grade	Explanation	Quality Points Per Credit Hour
A (93-100)	Outstanding	4
B (86-92)	Above Average	3
C (78-85)	Average	2
D (70-77)	Passing	1
F (Below 70)	Failure	0
I	Incomplete	No Credit
W	Official or Administrative Withdrawal	
AU	Audit of a Course	
CE	Credit by Proficiency Exam	
S	Satisfactory Progress (Fundamental Courses)	
U	Unsatisfactory Progress (Fundamental Courses)	
CT	Credit by Transcript	
NG	No Grade Issued by Instructor	
*	An asterisk immediately following a grade indicates that the course is not applicable to the student's current program of study and that it is not included in totals for GPA calculation.	

Marks of CT, AU, and CE are not considered as credit hours attempted, nor are quality points awarded. The marks of CE and CT will result in the recording of proper credit hours according to the course's assigned value.

Incomplete will be given when circumstances justify additional time to complete the course. Any incomplete not removed by the end of the succeeding quarter will be changed to an F, unless additional time is granted by the instructor. Incompletes will not be considered for credit hours attempted until the grade is changed by the instructor or is reverted to an F due to lack of proper action by the student. When removing an "Incomplete," do not re-register for the course; instead, work with the instructor on an open-lab basis.

DEAN'S LIST

The Dean's List is composed of students who are enrolled for at least 12 quarter credit hours and earn a grade point average of at least 3.00 for the quarter, with no incomplete grades and no grade lower than a "B".

PRESIDENT'S LIST

The President's List is composed of students who are enrolled for at least 12 quarter credit hours and earn a grade point average of 4.00 for the quarter, with no incomplete grades.

NATIONAL DEAN'S LIST

This is a national foundation which recognizes outstanding students. Students awarded this distinction are eligible for the foundation's scholarships. Students are nominated by the college's Registrar and must complete a Biographical Data Form before they are officially inducted into the National Dean's List Volume.

WHO'S WHO AMONG STUDENTS IN AMERICAN JUNIOR COLLEGES

Students are chosen for listing in this publication on the basis of scholarship ability, participation and leadership in academic and extracurricular activities, citizenship and service to MCC, and potential for future achievement.

GRADE CONTESTING POLICY

All students enrolled in classes at Montgomery Community College have the right to contest grades assigned to them. The following procedure will be followed by the student who desires to contest a grade.

1. Schedule an appointment with the instructor who has assigned the grade. Discuss the matter with him/her, asking him/her to review the basis for assigning the grade. If the disagreement about the grade is resolved in this discussion, grade change action, where needed, should originate through the instructor.
2. If not resolved here, present your case in writing to the appropriate Departmental Chairperson.
3. A final review may be made by the Dean of Voc/Tech Programs in consultation with all individuals involved. If the grade is declared invalid and set aside, the student may be given a comprehensive examination by the department involved to establish a grade.

The right to contest a grade expires at the end of the quarter following the one in which the grade was assigned. The time limit will be waived only in unusual circumstances. When a student contests a grade assigned by an instructor no longer employed by the college, Step One (1) above does not apply.

STANDARDS OF PROGRESS

Each student is expected to maintain satisfactory academic progress toward a degree or diploma. At the end of each quarter, a student's grade point average for that quarter and his/her cumulative grade point average are examined.

STANDARDS OF PROGRESS FOR LPN STUDENTS

Special Standards of Progress for Nursing students are published in the Practical Nurse Education **Manual of Operation.** These **Standards** replace those for curriculum students.

GRADE POINT AVERAGE TO DETERMINE STANDARDS OF PROGRESS

Grade Point Average is computed by dividing the total quality points earned by the total credit hours attempted. Minimum cumulative grade point averages to remain in good standing are as follows:

Attempted Credit Hours	GPA At or Below Which A Student Is On Academic Probation
1-19	1.00
20-37	1.50
38-54	1.75
55 +	2.00

To graduate, a 2.00 cumulative grade point average is required for all degree and diploma programs.

ACADEMIC PROBATION

Students whose academic progress is unsatisfactory as determined by the cumulative grade point average (GPA) will be placed on academic probation. Students on academic probation are required to consult with a counselor and may be required to reduce course load, repeat courses, or register for special studies to strengthen their educational background. Students failing to see a counselor by the end of the quarter that they are notified of probationary status will not be allowed to re-enroll for the next quarter.

Students may remove themselves from academic probation by earning at least a 2.00 quarterly grade point average for each subsequent quarter or acquiring and maintaining the minimum grade point average for their course of study.

ACADEMIC SUSPENSION

Students who are on academic probation for two consecutive quarters of enrollment in the same program are subject to academic suspension. Academic suspension is for a period of at least one quarter.

At the discretion of the counselor and with concurrence of the appropriate advisor, students may request a waiver of the one quarter suspension to continue studies, provided the counselor and advisor determine the need for additional time for proper adjustment to the academic environment.

For pay purposes, veterans and financial aid recipients' benefits will be terminated after two CONSECUTIVE quarters of academic probation. They will become eligible again after satisfying either of the two methods of satisfactory academic standing mentioned above.

The Student Development Services Counselor and the student's academic advisor will determine specific guidelines for the removal of academic deficiencies and the conditions for continuing in his/her program of study.

REINSTATEMENT FROM ACADEMIC SUSPENSION

Students must request reinstatement after having been on suspension for a minimum of one quarter. For the quarter following reinstatement, students must take the appropriate course work determined by the counselor and may be subject to dismissal for one academic year for that particular program of study if they fail to meet conditions stipulated by the counselor. Entry into another program of study during a suspension period may be approved only by the Student Development Services Counselor.

No student will be reinstated from academic suspension more than two (2) times over any consecutive three (3) year period in the same program of study.

INDEPENDENT STUDY

Students may, if unusual circumstances exist, register for Independent Study in some classes. Students must complete the Application for Independent Study and obtain approval from the Supervising Instructor, Departmental Chairperson, and the Dean of Vocational/Technical Programs. Completed applications should be submitted to the Registrar at least one week prior to the student registering.

After a student is registered for an Independent Study class, he/she must arrange a study time with the instructor of the Independent Study class and must meet with the instructor at least once prior to the 20% date for that class. Students not following this procedure will be dropped from the independent study class.

The student's registration form will show a scheduled time for independent study. However, this time is used for computer purposes only and may not be the actual time a student is meeting with the instructor. Each meeting time is individually scheduled by the instructor with each student registered for independent study.

Students applying for special study in College Developmental Studies courses (RDG 098, MAT 098, ENG 098) must meet on a regularly scheduled basis with an instructor/coordinator assigned for that particular section of instruction.

The fees charged for independent study are the same as those fees charged for in-class credit courses. Certain curricula, because of special requirements, may not be approved for independent study.

Those students receiving Veteran Benefits or Financial Aid are not eligible for independent study for pay purposes except when approved for special study in 098 College Developmental Studies courses.

INMATE EDUCATION

Montgomery Community College offers courses to the residents of the local prison system. These courses include technical, vocational, and continuing education classes which are taught at the prison sites. Currently, courses are offered

at two local units—Southern Correctional Center and Montgomery County Prison Unit.

These students receive instruction and training comparable to that of an on-campus student and have many of the services that are provided on campus. The goal of inmate education is to present these students with knowledge and skills that will give them a better chance of success upon release from the correctional system.

REQUIREMENTS FOR GRADUATION

A student must:

1. Satisfy residency requirements by completing at least twenty-five (25) percent of the major course requirements in a vocational diploma program or twenty-five (25) percent of the total course requirements for a degree program as a student at MCC.
2. Be enrolled at MCC during the quarter for which program requirements are completed. This may be waived only when extenuating circumstances exist and with the approval of the Dean of Voc./Tech. Programs, Dean of Student Services, and appropriate instructor.
3. Complete the prescribed courses to meet the minimum number of credit hours required for a degree, diploma, or certificate.
4. Have an overall 2.0 Grade Point Average (C).
5. Remove all financial obligations to MCC.
6. Practical Nurse Education (LPN) students must complete these courses at MCC: NUR 1112, NUR 1113, and NUR 1106.

TRANSFER OF CREDIT

From Other Post-Secondary Institutions

Applicants wishing to transfer credit from another institution of higher education must request official transcripts showing credit earned before any evaluation toward credit can be made. No grade lower than a "C" may be transferred. All courses will be evaluated on merit and relevance. The College reserves the right to accept or reject credits earned at other institutions or to require the successful completion of appropriate proficiency examinations before awarding credits. The final decision on transfer credit will be determined by the Dean of Student Development.

TRANSFER OPPORTUNITIES

Some curriculum programs at Montgomery Community College are transferable all or in part to selected four year colleges/universities. A list of the four year colleges/universities may be obtained from Student Development or the appropriate

academic department. Students are advised to consult a counselor at MCC and the admissions office at the four year college for additional information and assistance.

WITHDRAWAL FROM THE COLLEGE

A student desiring to officially withdraw from school should contact his/her faculty advisor to obtain the Registration Change Notice form. This form should be completed and all the required signatures obtained as indicated on the form. When the signatures are obtained, the student should take the Registration Change Notice to Student Development. **Failure to officially withdraw at any time within the quarter may result in an "F" for the student on all courses for which he/she is enrolled.** A student who officially withdraws from school during the quarter may be given a grade of "W" on all courses for which he or she is registered. Quality points will not be computed nor credit given.

The instructor will notify Student Development when a student has missed class excessively according to the class absence policy unless the student has officially withdrawn.

A student who withdraws from a course(s) or from the college after the 28th day of the quarter, may be given a grade of "F" on that course(s) and quality points will be computed unless due to circumstances beyond the student's control. When circumstances exist, they must be approved by the Dean of Student Development.

Note: In the event an advisor has not yet been appointed, consult the Student Development Office.

CURRICULUM PROGRAMS OF STUDY

General Education

The General Education Curriculum program consists of basic course work in English, literature, fine arts, philosophy, social science, mathematics and science, leading to an Associate in General Education (A.G.E.) Degree. It is designed for students who desire two years of general education beyond high school.

Technical Curricula

Technical Education Curriculum programs are designed to prepare individuals for employment in fields recognized as semi-professional or paraprofessional in status. They are composed of collegiate level studies providing a greater degree of theoretical knowledge than manipulative skills and should be oriented to a broad occupational cluster. Completion of a curriculum leads to an Associate in Applied Science (A.A.S.) Degree.

*ACCOUNTING
*ADMINISTRATIVE OFFICE TECHNOLOGY (One-and two-year options)
*BUSINESS ADMINISTRATION
*CRIMINAL JUSTICE/PROTECTIVE SERVICES TECHNOLOGY
*EARLY CHILDHOOD EDUCATION (One-and two-year options)
*MICROCOMPUTER SYSTEMS TECHNOLOGY

Vocational Curricula

Vocational Education Curriculum programs consist of a series of courses designed to prepare individuals for skilled or semi-skilled employment in a specific occupation. Study is primarily oriented to the development of manipulative skill competencies for use in a specialized occupation.

*AIR CONDITIONING, HEATING, AND REFRIGERATION
*AUTO BODY REPAIR
*AUTO MECHANICS
*FORESTRY SKILLS
*GUNSMITHING
*METAL ENGRAVING
*POTTERY PRODUCTION
*PRACTICAL NURSE EDUCATION (LPN)
*TAXIDERMY

Certificate Curricula

Certificates may be awarded to a graduate of a curriculum of fewer than 64 quarter hour credits.

*AUTO BODY REPAIR
*AUTO MECHANICS
*BASIC LAW ENFORCEMENT TRAINING (BLET)
*METAL ENGRAVING
*REAL ESTATE APPRAISAL

ACCOUNTING

The purpose of the Accounting curriculum is to prepare the individual to enter the accounting profession through study of accounting principles, theories and practices with related study in law, finance, management and data processing operations.

The curriculum is designed to prepare the individual for entry-level accounting positions, such as junior accountant, bookkeeper, accounting clerk, cost clerk, payroll clerk and related data processing occupations.

With experience and additional education, the individual will be able to advance to positions such as systems accountant, cost accountant, budget accountant and property accountant.

SUGGESTED COURSE SEQUENCE

DAY PROGRAM

			Class	Lab	Shop	Credit
1st Quarter – Fall						
BUS	101	Introduction to Business	5	0	0	5
MAT	110	Business Math I	5	0	0	5
ENG	101	Composition	3	0	0	3
BUS	102	Keyboarding I	2	3	0	3
2nd Quarter – Winter						
EDP	105	Introduction to Computer Science	3	0	0	3
BUS	110	Electronic Calculator	2	2	0	3
BUS	120	Principles of Accounting I	3	2	0	4
MAT	111	Business Math II	3	0	0	3
ENG	102	Composition	3	0	0	3
3rd Quarter – Spring						
BUS	121	Principles of Accounting II	3	2	0	4
EDP	106	Computer Science Programming/Basic	3	2	0	4
SPH	105	Effective Speaking	5	0	0	5
—	—	Social Science or Humanities elective	3	0	0	3
4th Quarter – Summer						
BUS	122	Principles of Accounting III	3	2	0	4
BUS	206	Business Communications	5	0	0	5
BUS	272	Principles of Supervision	5	0	0	5
5th Quarter – Fall						
BUS	223	Intermediate Accounting I	5	0	0	5
BUS	229	Taxes I	5	0	0	5
ECO	102	Microeconomics	5	0	0	5
PSY	201	Introduction to Psychology	3	0	0	3
6th Quarter – Winter						
BUS	224	Intermediate Accounting II	5	0	0	5
BUS	115	Business Law I	3	0	0	3
ECO	103	Macroeconomics	5	0	0	5
PSY	202	Psychology of Adjustment	3	0	0	3
BUS	230	Taxes II	3	0	0	3

7th Quarter — Spring						
BUS	225	Cost Accounting	5	0	0	5
BUS	269	Auditing	5	0	0	5
BUS	116	Business Law II	3	0	0	3

EVENING PROGRAM

			Class	Lab	Shop	Credit
1st Quarter — Fall						
ENG	101	Composition	3	0	0	3
BUS	101	Introduction to Business	5	0	0	5
MAT	110	Business Math I	5	0	0	5
2nd Quarter — Winter						
BUS	102	Keyboarding I	2	3	0	3
MAT	111	Business Math II	3	0	0	3
BUS	110	Electronic Calculator	2	2	0	3
ENG	102	Composition	3	0	0	3
3rd Quarter — Spring						
SPH	105	Effective Speaking	5	0	0	5
BUS	120	Principles of Accounting I	3	2	0	4
EDP	105	Introduction to Computer Science	3	0	0	3
—	—	Social Science or Humanities elective	3	0	0	3
4th Quarter — Summer						
BUS	121	Principles of Accounting II	3	2	0	4
EDP	106	Computer Science Programming/Basic	3	2	0	4
5th Quarter — Fall						
PSY	201	Introduction to Psychology	3	0	0	3
BUS	122	Principles of Accounting III	3	2	0	4
BUS	272	Principles of Supervision	5	0	0	5
6th Quarter — Winter						
PSY	202	Psychology of Adjustment	3	0	0	3
BUS	206	Business Communications	5	0	0	5
BUS	223	Intermediate Accounting I	5	0	0	5
7th Quarter — Spring						
BUS	229	Taxes I	5	0	0	5
BUS	224	Intermediate Accounting II	5	0	0	5
BUS	115	Business Law I	3	0	0	3
8th Quarter — Summer						
ECO	102	Microeconomics	5	0	0	5
BUS	230	Taxes II	3	0	0	3
BUS	116	Business Law II	3	0	0	3
BUS	225	Cost Accounting	5	0	0	5
9th Quarter — Fall						
ECO	103	Macroeconomics	5	0	0	5
BUS	269	Auditing	5	0	0	5

Total Credit Hours Required For Graduation - 112

ADMINISTRATIVE OFFICE TECHNOLOGY

This curriculum prepares individuals to perform secretarial and administrative support duties in a variety of offices including those offices with computerized, automated functions.

Students in this curriculum study keyboarding and word/information processing to develop skills in the preparation of business correspondence, reports, statistical copy, manuscripts and business forms. Administrative support courses emphasize typical office tasks such as scheduling appointments, composing correspondence and performing reprographic duties. Training is also provided in analyzing and coordinating office duties and systems. Skills and knowledge are taught in the areas of electronic document storage and retrieval and computer software utilization.

Graduates of the program may be employed in offices in private business establishments involved in retailing, marketing, advertising, and manufacturing as well as offices in local, state, and federal government.

SUGGESTED COURSE SEQUENCE

DAY PROGRAM - DEGREE OPTION

			Class	Lab	Shop	Credit
1st Quarter – Fall						
BUS	101	Introduction to Business	5	0	0	5
BUS	102	Keyboarding I	2	3	0	3
ENG	101	Composition	3	0	0	3
MAT	110	Business Math I	5	0	0	5
2nd Quarter – Winter						
BUS	103	Keyboarding II	2	3	0	3
BUS	110	Electronic Calculator	2	2	0	3
BUS	120	Principles of Accounting I	3	2	0	4
EDP	105	Introduction to Computer Science	3	0	0	3
ENG	102	Composition	3	0	0	3
		OR				
ENG	104	Technical Writing	3	0	0	3
3rd Quarter – Spring						
BUS	104	Keyboarding III	2	3	0	3
EDP	106	Computer Science Programming with BASIC	3	2	0	4
EDP	201	Microcomputer Business Applications I	3	2	0	4
SPH	105	Effective Speaking	5	0	0	5
4th Quarter – Summer						
BUS	105	Keyboarding IV	2	3	0	3
BUS	206	Business Communications	5	0	0	5
BUS	215	Word Processing Applications I	3	2	0	4
BUS	272	Principles of Supervision	5	0	0	5
EDP	202	Microcomputer Business Applications II	3	2	0	4
5th Quarter – Fall						
BUS	106	AlphaHand Shorthand	3	0	0	3
BUS	216	Word Processing Applications II	3	2	0	4
BUS	229	Taxes I	5	0	0	5
ECO	102	Microeconomics or ECO 103 Macroeconomics	5	0	0	5
PSY	201	Introduction to Psychology	3	0	0	3

6th Quarter — Winter						
BUS	107	AlphaHand Speedbuilding	3	2	0	4
BUS	115	Business Law I	3	0	0	3
BUS	210	Machine Transcription	3	2	0	4
PSY	202	Psychology of Adjustment	3	0	0	3
7th Quarter — Spring						
BUS	112	Records Management	3	0	0	3
BUS	209	Executive Spelling and Terminology	4	0	0	4
BUS	212	Secretarial Administration	3	2	0	4
— —	— —	Social Science or Humanities Elective	3	0	0	3

EVENING PROGRAM - DEGREE OPTION

			Class	Lab	Shop	Credit
1st Quarter — Fall						
BUS	101	Introduction to Business	5	0	0	5
BUS	106	AlphaHand Shorthand	3	0	0	3
ENG	101	Composition	3	0	0	3
MAT	110	Business Math I	5	0	0	5
2nd Quarter — Winter						
BUS	102	Keyboarding I	2	3	0	3
BUS	107	AlphaHand Speedbuilding	3	2	0	4
BUS	110	Electronic Calculator	2	2	0	3
ENG	102	Composition	3	0	0	3
		OR				
ENG	104	Technical Writing	3	0	0	3
3rd Quarter — Spring						
BUS	103	Keyboarding II	2	3	0	3
BUS	120	Principles of Accounting I	3	2	0	4
EDP	105	Introduction to Computer Science	3	0	0	3
SPH	105	Effective Speaking	5	0	0	5
4th Quarter — Summer						
BUS	104	Keyboarding III	2	3	0	3
BUS	112	Records Management	3	0	0	3
BUS	215	Word Processing Applications I	3	2	0	4
EDP	106	Computer Science Programming with BASIC	3	2	0	4
5th Quarter — Fall						
BUS	105	Keyboarding IV	2	3	0	3
BUS	216	Word Processing Applications II	3	2	0	4
BUS	272	Principles of Supervision	5	0	0	5
PSY	201	Introduction to Psychology	3	0	0	3
6th Quarter — Winter						
BUS	206	Business Communications	5	0	0	5
BUS	210	Machine Transcription	3	2	0	4
EDP	201	Microcomputer Business Applications I	3	2	0	4
PSY	202	Psychology of Adjustment	3	0	0	3
7th Quarter — Spring						
BUS	115	Business Law I	3	0	0	3
BUS	212	Secretarial Administration	3	2	0	4
BUS	229	Taxes I	5	0	0	5
EDP	202	Microcomputer Business Applications II	3	2	0	4

8th Quarter — Summer						
BUS	209	Executive Spelling and Terminology	4	0	0	4
ECO	102	Microeconomics or ECO 103 Macroeconomics	5	0	0	5
— —	— —	Social Science or Humanities Elective	3	0	0	3

Total Credit Hours Required for Graduation (Degree) - 117

DAY PROGRAM - DIPLOMA OPTION

			Class	Lab	Shop	Credit
1st Quarter — Fall						
BUS	101	Introduction to Business	5	0	0	5
BUS	102	Keyboarding I	2	3	0	3
ENG	101	Composition	3	0	0	3
MAT	110	Business Math I	5	0	0	5
PSY	201	Introduction to Psychology	3	0	0	3
2nd Quarter — Winter						
BUS	103	Keyboarding II	2	3	0	3
BUS	110	Electronic Calculator	2	2	0	3
BUS	120	Principles of Accounting I	3	2	0	4
EDP	105	Introduction to Computer Science	3	0	0	3
3rd Quarter — Spring						
BUS	104	Keyboarding III	2	3	0	3
BUS	112	Records Management	3	0	0	3
BUS	209	Executive Spelling and Terminology	4	0	0	4
BUS	212	Secretarial Administration	3	2	0	4
SPH	105	Effective Speaking	5	0	0	5
4th Quarter — Summer						
BUS	105	Keyboarding IV	2	3	0	3
BUS	206	Business Communications	5	0	0	5
BUS	210	Machine Transcription	3	2	0	4
BUS	215	Word Processing Applications I	3	2	0	4

EVENING PROGRAM - DIPLOMA OPTION

			Class	Lab	Shop	Credit
1st Quarter — Fall						
BUS	101	Introduction to Business	5	0	0	5
ENG	101	Composition	3	0	0	3
MAT	110	Business Math I	5	0	0	5
2nd Quarter — Winter						
BUS	102	Keyboarding I	2	3	0	3
BUS	110	Electronic Calculator	2	2	0	3
3rd Quarter — Spring						
BUS	103	Keyboarding II	2	3	0	3
BUS	120	Principles of Accounting I	3	2	0	4
EDP	105	Introduction to Computer Science	3	0	0	3
SPH	105	Effective Speaking	5	0	0	5
4th Quarter — Summer						
BUS	104	Keyboarding III	2	3	0	3
BUS	112	Records Management	3	0	0	3
BUS	215	Word Processing Applications I	3	2	0	4
BUS	209	Executive Spelling and Terminology	4	0	0	4

5th Quarter — Fall						
BUS	105	Keyboarding IV	2	3	0	3
PSY	201	Introduction to Psychology	3	0	0	3
6th Quarter — Winter						
BUS	206	Business Communications	5	0	0	5
BUS	210	Machine Transcription	3	2	0	4
7th Quarter — Spring						
BUS	212	Secretarial Administration	3	2	0	4

Total Credit Hours Required for Graduation (Diploma) - 67

AIR CONDITIONING, HEATING, AND REFRIGERATION

The Air Conditioning, Heating, and Refrigeration curriculum develops an understanding of the basic principles involved in the construction, installation, operation and maintenance of climate control equipment. Courses in blueprint reading, duct construction, welding, circuits and controls, math, science and general education are included to help provide supporting skills necessary for the mechanic to function successfully in the trade.

The air conditioning, heating, and refrigeration mechanic installs, maintains, services, and repairs environmental control systems in residences, department and food stores, office buildings, industries, restaurants, institutions, and commercial establishments. Job opportunities exist with companies that specialize in air conditioning, heating, and commercial refrigeration installation and service. The graduate should be able to assist in installing mechanical equipment, duct work, and electrical controls necessary in residential and commercial projects. With experience the graduate should be able to service various air conditioning, heating, and refrigeration components; troubleshoot systems; and provide the preventive maintenance required by mechanical equipment. This person may be employed in areas of maintenance, installation, sales, and service in the field of air conditioning, heating and cooling.

SUGGESTED COURSE SEQUENCE

DAY PROGRAM

1st Quarter — Fall			Class	Lab	Shop	Credit
AHR	1121	Principles of Refrigeration	3	0	9	6
ELE	1001	Applied Electricity	3	0	0	3
AHR	1122	Air Conditioning/Refrigeration Schematics and Diagrams	2	2	0	3
ENG	1101	Reading Skills	3	0	0	3
AHR	1123	Automatic Controls	2	0	6	4

2nd Quarter — Winter						
AHR	1124	Domestic and Commercial Refrigeration	3	0	9	6
WLD	1101	Basic Welding	2	0	6	4
BPR	1001	Blueprint Reading: Air Conditioning	1	2	0	2
MAT	1101	Math Skills	3	0	0	3
BUS	111	Small Business Operations	3	0	0	3
3rd Quarter — Spring						
AHR	1125	Air Cooling and Heating Systems	3	0	9	6
AHR	1126	Solar Heating Systems	2	0	6	4
AHR	1127	Automotive Air Conditioning	2	0	6	4
PSY	150	Interpersonal Relations	3	0	0	3
4th Quarter — Summer						
AHR	1128	Air Conditioning Trouble Shooting and Servicing	2	0	9	5
AHR	1129	All Year Comfort Systems	2	0	6	4
AHR	1130	Duct Design and Installation	2	0	6	4
ENG	1102	Communication Skills	3	0	0	3

EVENING PROGRAM

1st Quarter — Fall			**Class**	**Lab**	**Shop**	**Credit**
AHR	1121	Principles of Refrigeration	3	0	9	6
ELE	1001	Applied Electricity	3	0	0	3
2nd Quarter — Winter						
AHR	1122	Air Conditioning/Refrigeration Schematics and Diagrams	2	2	0	3
AHR	1123	Automatic Controls	2	0	6	4
ENG	1101	Reading Skills	3	0	0	3
3rd Quarter — Spring						
AHR	1126	Solar Heating Systems	2	0	6	4
WLD	1101	Basic Welding	2	0	6	4
4th Quarter — Summer						
AHR	1127	Automotive Air Conditioning	2	0	6	4
BPR	1001	Blueprint Reading: Air Conditioning	1	2	0	2
ENG	1102	Communication Skills	3	0	0	3
5th Quarter — Fall						
AHR	1124	Domestic and Commercial Refrigeration	3	0	9	6
PSY	150	Interpersonal Relations	3	0	0	3
6th Quarter — Winter						
AHR	1125	Air Cooling and Heating Systems	3	0	9	6
BUS	111	Small Business Operations	3	0	0	3
7th Quarter — Spring						
AHR	1128	Air Conditioning Trouble Shooting and Servicing	2	0	9	5
MAT	1101	Math Skills	3	0	0	3
8th Quarter — Summer						
AHR	1129	All Year Comfort Systems	2	0	6	4
AHR	1130	Duct Design and Installation	2	0	6	4

Total Contact Hours In Program - 1320
Total Credit Hours Required For Graduation - 70

AUTOMOTIVE BODY REPAIR

The Automotive Body Repair curriculum provides training in the use of the equipment and materials of the auto body mechanic trade. The student studies the construction of the automobile body and techniques of auto body repairing, rebuilding and refinishing.

Repairing, straightening, aligning, metal finishing and painting of automobile bodies and frames are typical jobs performed. Job titles include automobile body repairperson, automotive painter, and frame and chassis repairperson. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.

SUGGESTED COURSE SEQUENCE

DAY PROGRAM

			Class	Lab	Shop	Credit
1st Quarter – Fall						
*AUB	1111	Auto Body Repair Principles	3	0	9	6
SAF	1001	Safety	2	0	0	2
*AUB	1112	Trim and Glass	3	0	9	6
ENG	1101	Reading Skills	3	0	0	3
2nd Quarter – Winter						
*AUB	1113	Enamel and Urethane Painting and Finishing	3	0	9	6
*AUB	1114	Lacquer Painting and Finishing	2	0	6	4
WLD	1101	Basic Welding	2	0	6	4
MAT	1101	Math Skills	3	0	0	3
3rd Quarter – Spring						
*AUB	1115	Auto Frames and Suspensions	3	0	9	6
*AUB	1116	Auto Body Parts Replacement	3	0	9	6
PSY	150	Interpersonal Relations	3	0	0	3
BUS	111	Small Business Operations	3	0	0	3
4th Quarter – Summer						
*AUB	1117	Special Finishes	2	0	3	3
*AUB	1118	Auto Body Shop Applications	2	0	6	4
*AUB	1119	Auto Damage Repair Estimating	3	0	3	4
*AUB	1120	Vinyl Repair and Finish	1	0	3	2
ENG	1102	Communication Skills	3	0	0	3

EVENING PROGRAM

			Class	Lab	Shop	Credit
1st Quarter – Fall						
*AUB	1111	Auto Body Principles	3	0	9	6
SAF	1001	Safety	2	0	0	2
2nd Quarter – Winter						
*AUB	1112	Trim and Glass	3	0	9	6
ENG	1101	Reading Skills	3	0	0	3
3rd Quarter – Spring						
*AUB	1114	Lacquer Painting and Finishing	2	0	6	4
WLD	1101	Basic Welding	2	0	6	4

4th Quarter — Summer						
*AUB	1113	Enamel and Urethane Painting and Finishing	3	0	9	6
ENG	1102	Communication Skills	3	0	0	3
5th Quarter — Fall						
*AUB	1115	Auto Frames and Suspensions	3	0	9	6
PSY	150	Interpersonal Relations	3	0	0	3
6th Quarter — Winter						
*AUB	1116	Auto Body Parts Replacement	3	0	9	6
BUS	111	Small Business Operations	3	0	0	3
7th Quarter — Spring						
*AUB	1117	Special Finishes	2	0	3	3
*AUB	1120	Vinyl Repair and Finish	1	0	3	2
MAT	1101	Math Skills	3	0	0	3
8th Quarter — Summer						
*AUB	1118	Auto Body Shop Applications	2	0	6	4
*AUB	1119	Auto Damage Repair Estimating	3	0	3	4

*Courses required for Certificate Option

Total Contact Hours In Program - 1276

Total Credit Hours Required For Graduation (Diploma) - 68

Total Credit Hours Required for Graduation (Certificate) - 47

AUTOMOTIVE MECHANICS

The Automotive Mechanics curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair and adjust automotive vehicles. Manual skills are developed in practical shop work and the technical understanding of the operating principles involved in the modern automobile are taught through class assignments, discussions and shop practices.

Automobile mechanics maintain and repair mechanical, electrical and body parts of passenger cars, trucks and buses. In some communities and rural areas they also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition and use shop manuals and other technical publications as references for technical data. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.

SUGGESTED COURSE SEQUENCE

DAY PROGRAM - ONE YEAR OPTION

1st Quarter — Fall			Class	Lab	Shop	Credit
*AUT	1001	Internal Combustion Engines	3	0	9	6
SAF	1001	Safety	2	0	0	2
ENG	1101	Reading Skills	3	0	0	3
*AUT	1002	Lubrication and Cooling Systems	2	0	6	4
PHY	1001	Applied Science	2	2	0	3

2nd Quarter — Winter						
*AUT	1003	Auto Fuel Systems	2	0	6	4
*AUT	1004	Auto Electrical Systems	2	0	9	5
MAT	1101	Math Skills	3	0	0	3
*WLD	1101	Basic Welding	2	0	6	4
3rd Quarter — Spring						
*AUT	1005	Manual Transmissions	3	0	12	7
*AUT	1006	Automatic Transmissions	2	0	6	4
*AHR	1127	Auto Air Conditioning	2	0	6	4
4th Quarter — Summer						
*AUT	1007	Auto Braking Systems	3	0	9	6
*AUT	1008	Auto Chassis and Suspensions	3	0	12	7
ENG	1102	Communication Skills	3	0	0	3

TWO YEAR OPTION - (COMPLETION OF THE ONE YEAR PROGRAM PLUS THE FOLLOWING)

1st Quarter — Fall			**Class**	**Lab**	**Shop**	**Credit**
*AUT	1110	Engine Diagnosis and Repair	2	0	9	5
*AUT	1111	Fuel and Electrical Systems Diagnosis and Repair	2	0	6	4
*AUT	1112	Automotive Schematics and Diagrams	1	2	0	2
2nd Quarter — Winter						
*AUT	1113	Automatic Transmissions Diagnosis and Repair	1	0	6	3
*AUT	1114	Powertrains: Diagnosis and Repair	3	0	9	6
BUS	111	Small Business Operations	3	0	0	3
3rd Quarter — Spring						
*AUT	1115	Suspension Systems Diagnosis and Repair	2	0	6	4
*AUT	1116	Front and Rear Alignment	1	0	6	3
*AUT	1117	Brake Systems Diagnosis and Repair	1	0	6	3
4th Quarter — Summer						
*AUT	1118	Automotive Mechanics Shop Operations	3	0	12	7
*AUT	1119	Introduction to the Diesel Engine	1	0	3	2
PSY	150	Interpersonal Relations	3	0	0	3

EVENING PROGRAM - ONE YEAR OPTION

1st Quarter			**Class**	**Lab**	**Shop**	**Credit**
*AUT	1003	Auto Fuel Systems	2	0	6	4
SAF	1001	Safety	2	0	0	2
PHY	1001	Applied Science	2	2	0	3
2nd Quarter						
*AUT	1001	Internal Combustion Engines	3	0	9	6
ENG	1101	Reading Skills	3	0	0	3
3rd Quarter						
*AHR	1127	Auto Air Conditioning	2	0	6	4
ENG	1102	Communication Skills	3	0	0	3
4th Quarter						
*AUT	1002	Lubrication and Cooling Systems	2	0	6	4
*WLD	1101	Basic Welding	2	0	6	4
5th Quarter						
*AUT	1004	Auto Electrical Systems	2	0	9	5

6th Quarter						
*AUT	1005	Manual Transmissions	3	0	12	7
7th Quarter						
*AUT	1006	Automatic Transmissions	2	0	6	4
MAT	1101	Math Skills	3	0	0	3
8th Quarter						
*AUT	1007	Auto Braking Systems	3	0	9	6
9th Quarter						
*AUT	1008	Auto Chassis and Suspensions	3	0	12	7

TWO YEAR OPTION - (COMPLETION OF THE ONE YEAR PROGRAM PLUS THE FOLLOWING)

1st Quarter			**Class**	**Lab**	**Shop**	**Credit**
*AUT	1110	Engine Diagnosis and Repair	2	0	9	5
*AUT	1112	Automotive Schematics and Diagrams	1	2	0	2
2nd Quarter						
*AUT	1111	Fuel and Electrical Systems Diagnosis and Repair	2	0	6	4
*AUT	1113	Automatic Transmissions Diagnosis and Repair	1	0	6	3
3rd Quarter						
*AUT	1114	Powertrains: Diagnosis and Repair	3	0	9	6
BUS	111	Small Business Operations	3	0	0	3
4th Quarter						
*AUT	1115	Suspension Systems Diagnosis and Repair	2	0	6	4
*AUT	1116	Front and Rear Alignment	1	0	6	3
5th Quarter						
*AUT	1117	Brake Systems Diagnosis and Repair	1	0	6	3
*AUT	1119	Introduction to the Diesel Engine	1	0	3	2
PSY	150	Interpersonal Relations	3	0	0	3
6th Quarter						
*AUT	1118	Automotive Mechanics Shop Operations	3	0	12	7

*Courses required for Certificate Option

Total Contact Hours In Program (Two-Year Option - Diploma) - 2288
Total Credit Hours Required For Graduation (Two-Year Option - Diploma) - 110

Total Contact Hours In Program (One-Year Option - Diploma) - 1320
Total Credit Hours Required For Graduation (One-Year Option - Diploma) - 65

Total Credit Hours Required for Graduation (Two-Year Option - Certificate) - 90
Total Credit Hours Required for Graduation (One-Year Option - Certificate) - 51

THE TWO YEAR OPTION IN AUTO MECHANICS WILL BE OFFERED ONLY WHEN SUFFICIENT FUNDING AND/OR ENROLLMENT PERMITS.

BUSINESS ADMINISTRATION

The Business Administration curriculum is designed to prepare an individual for entry into middle-management occupations in various businesses and industries. The curriculum provides an overview of the business and industrial world - its organization and management.

The purpose of the curriculum will be fulfilled through courses designed to develop competency in: (1) understanding the principles of organization and management in business operations, (2) utilizing modern techniques to make decisions, (3) understanding the economy through study and analysis of the role of production and marketing, (4) communicating orally and in writing and (5) interpersonal relationships.

Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in middle-management activities in business or industry.

SUGGESTED COURSE SEQUENCE

DAY PROGRAM

			Class	Lab	Shop	Credit
1st Quarter — Fall						
BUS	101	Introduction to Business	5	0	0	5
MAT	110	Business Math I	5	0	0	5
ENG	101	Composition	3	0	0	3
BUS	102	Keyboarding I	2	3	0	3
2nd Quarter — Winter						
EDP	105	Introduction to Computer Science	3	0	0	3
BUS	110	Electronic Calculator	2	2	0	3
BUS	120	Principles of Accounting I	3	2	0	4
MAT	111	Business Math II	3	0	0	3
ENG	102	Composition	3	0	0	3
3rd Quarter — Spring						
BUS	121	Principles of Accounting II	3	2	0	4
EDP	106	Computer Science Programming/Basic	3	2	0	4
SPH	105	Effective Speaking	5	0	0	5
—	—	Social Science or Humanities elective	3	0	0	3
4th Quarter — Summer						
BUS	122	Principles of Accounting III	3	2	0	4
BUS	206	Business Communications	5	0	0	5
BUS	272	Principles of Supervision	5	0	0	5
5th Quarter — Fall						
BUS	229	Taxes I	5	0	0	5
ECO	102	Microeconomics	5	0	0	5
PSY	201	Introduction to Psychology	3	0	0	3
BUS	232	Sales Development	3	0	0	3
6th Quarter — Winter						
BUS	115	Business Law I	3	0	0	3
ECO	103	Macroeconomics	5	0	0	5
PSY	202	Psychology of Adjustment	3	0	0	3
BUS	230	Taxes II	3	0	0	3
BUS	123	Business Finance	3	0	0	3

7th Quarter — Spring						
BUS	116	Business Law II	3	0	0	3
BUS	239	Marketing	5	0	0	5
BUS	233	Personnel Management	3	0	0	3
—	—	Business Technical elective	3	0	0	3
—	—	Business Technical elective	3	0	0	3

EVENING PROGRAM

1st Quarter — Fall			**Class**	**Lab**	**Shop**	**Credit**
ENG	101	Composition	3	0	0	3
BUS	101	Introduction to Business	5	0	0	5
MAT	110	Business Math I	5	0	0	5
2nd Quarter — Winter						
BUS	102	Keyboarding I	2	3	0	3
MAT	111	Business Math II	3	0	0	3
BUS	110	Electronic Calculator	2	2	0	3
ENG	102	Composition	3	0	0	3
3rd Quarter — Spring						
SPH	105	Effective Speaking	5	0	0	5
BUS	120	Principles of Accounting I	3	2	0	4
EDP	105	Introduction to Computer Science	3	0	0	3
—	—	Social Science or Humanities elective	3	0	0	3
4th Quarter — Summer						
BUS	121	Principles of Accounting II	3	2	0	4
EDP	106	Computer Science Programming/Basic	3	2	0	4
5th Quarter — Fall						
PSY	201	Introduction to Psychology	3	0	0	3
BUS	122	Principles of Accounting III	3	2	0	4
BUS	272	Principles of Supervision	5	0	0	5
6th Quarter — Winter						
PSY	202	Psychology of Adjustment	3	0	0	3
BUS	206	Business Communications	5	0	0	5
BUS	232	Sales Development	3	0	0	3
BUS	123	Business Finance	3	0	0	3
7th Quarter — Spring						
BUS	229	Taxes I	5	0	0	5
BUS	115	Business Law I	3	0	0	3
BUS	239	Marketing	5	0	0	5
8th Quarter — Summer						
ECO	102	Microeconomics	5	0	0	5
BUS	230	Taxes II	3	0	0	3
BUS	116	Business Law II	3	0	0	3
BUS	233	Personnel Management	3	0	0	3
9th Quarter — Fall						
ECO	103	Macroeconomics	5	0	0	5
—	—	Business Technical elective	3	0	0	3
—	—	Business Technical elective	3	0	0	3

Total Credit Hours Required For Graduation - 112

BUSINESS ADMINISTRATION MAY TAKE 6 HOURS OF ELECTIVES FROM THE FOLLOWING MAJOR ELECTIVES.

		Title	Class	Lab	Shop	Credit
BUS	209	Executive Spelling and Terminology	4	0	0	4
BUS	215	Word Processing Applications I	3	2	0	4
BUS	216	Word Processing Applications II	3	2	0	4
BUS	223	Intermediate Accounting I	5	0	0	5
BUS	224	Intermediate Accounting II	5	0	0	5
BUS	225	Cost Accounting	5	0	0	5
BUS	226	Payroll Procedures	3	0	0	3
BUS	243	Advertising	3	0	0	3
BUS	245	Retailing	3	0	0	3
BUS	247	Business Insurance	3	0	0	3
BUS	269	Auditing	5	0	0	5
EDP	108	Programming in Pascal	3	2	0	4
EDP	201	Microcomputer Business Applications I	3	2	0	4
EDP	202	Microcomputer Business Applications II	3	2	0	4
EDP	207	LOTUS I-2-3	3	2	0	4
EDP	208	DBASE III PLUS	3	2	0	4
BUS	112	Records Management	3	0	0	3

CRIMINAL JUSTICE

The Criminal Justice Technology curriculum is designed so that it may be a multifaceted program of study. It may consist of study options in corrections law enforcement and security services.

The curriculum is designed with a core of courses to afford one the opportunity to acquire basic knowledge, skills and attitudes in the generally accepted subject areas associated with a two-year study of correctional services, law enforcement services and security services. It includes subjects such as interpersonal communication, law, psychology and sociology.

In addition to core subjects, the correctional services option provides an opportunity to study other generally accepted subjects indigenous to a two-year correctional services program such as confinement facility administration, correction law, counseling, probation-parole services and rehabilitation options. Similarly, the law enforcement option provides an opportunity to study other generally accepted subjects included in a two-year law enforcement services program such as criminal behavior, criminal investigation, patrol operation, traffic management, and other aspects of law enforcement administration and operations. The security services option provides an opportunity to study other generally accepted subjects related to a two-year security services program such as accident prevention and safety management, common carrier protection, fire prevention, private security, industrial security, retail security, security systems and surveillance.

Job opportunities are available with federal, state, county and municipal governments. In addition, knowledge, skills and attitudes acquired in this course of study qualifies one for job opportunities with private enterprise in such areas as industrial, retail and private security.

SUGGESTED COURSE SEQUENCE

DAY PROGRAM

			Class	Lab	Shop	Credit
1st Quarter — Fall						
ENG	101	Composition	3	0	0	3
MAT	100	Math	3	0	0	3
CJC	101	Introduction to Criminal Justice	5	0	0	5
BUS	102	Keyboarding I	2	3	0	3
2nd Quarter — Winter						
ENG	104	Technical Writing or ENG 102 Composition	3	0	0	3
EDP	105	Introduction to Computer Science	3	0	0	3
CJC	102	North Carolina Courts/ Probation and Parole Procedures	4	0	0	4
CJC	103	Civil Law and Procedures	4	0	0	4
3rd Quarter — Spring						
SPH	105	Effective Speaking	5	0	0	5
CJC	104	Criminology	4	0	0	4
CJC	105	Forensic Science	4	0	0	4
EDP	106	Computer Science Programming/Basic	3	2	0	4
4th Quarter — Summer						
CJC	106	Criminal Law I	4	0	0	4
CJC	107	Juvenile Delinquency and Adolescent Psychology	4	0	0	4
CJC	108	Counseling	4	0	0	4
POL	103	State and Local Government	3	0	0	3
5th Quarter — Fall						
PSY	201	Introduction to Psychology	3	0	0	3
CJC	109	Constitutional Law	4	0	0	4
CJC	110	Criminal Investigation I	4	0	0	4
SOC	108	Current Social Problems	3	0	0	3
6th Quarter — Winter						
—	—	Social Science or Humanities elective	4	0	0	4
CJC	111	Criminal Investigation II	4	0	0	4
CJC	112	Correctional Administration	4	0	0	4
7th Quarter — Spring						
OPTION I						
CJC	114	Correctional Law	4	0	0	4
CJC	115	Correctional Methods	4	0	0	4
CJC	116	Police Problems and Practices	4	0	0	4
CJC	117	Criminal Law II	4	0	0	4
		OR				
OPTION II						
*CJC	119	Basic Law Enforcement Training I	9	0	9	12
*CJC	120	Basic Law Enforcement Training II	9	0	9	12
8th Quarter — Summer						
OPTION I						
CJC	118	Juvenile Law: Procedures and Theory	4	0	0	4
CJC	113	Police Management	4	0	0	4

EVENING PROGRAM

1st Quarter — Fall						
ENG	101	Composition	3	0	0	3
MAT	100	Math	3	0	0	3
CJC	101	Introduction to Criminal Justice	5	0	0	5
BUS	102	Keyboarding I	2	3	0	3
2nd Quarter — Winter						
ENG	104	Technical Writing or ENG-102 Composition	3	0	0	3
EDP	105	Introduction to Computer Science	3	0	0	3
CJC	102	North Carolina Courts/ Probation and Parole Procedures	4	0	0	4
CJC	103	Civil Law and Procedures	4	0	0	4
3rd Quarter — Spring						
SPH	105	Effective Speaking	5	0	0	5
CJC	104	Criminology	4	0	0	4
CJC	105	Forensic Science	4	0	0	4
EDP	106	Computer Science Programming/Basic	3	2	0	4
4th Quarter — Summer						
CJC	106	Criminal Law I	4	0	0	4
CJC	107	Juvenile Delinquency and Adolescent Psychology	4	0	0	4
CJC	108	Counseling	4	0	0	4
POL	103	State and Local Government	3	0	0	3
5th Quarter — Fall						
PSY	201	Introduction to Psychology	3	0	0	3
CJC	109	Constitutional Law	4	0	0	4
SOC	108	Current Social Problems	3	0	0	3
CJC	110	Criminal Investigation I	4	0	0	4
6th Quarter — Winter						
—	—	Social Science or Humanities elective	4	0	0	4
CJC	111	Criminal Investigation II	4	0	0	4
CJC	112	Correctional Administration	4	0	0	4
7th Quarter — Spring						
OPTION I						
CJC	114	Correctional Law	4	0	0	4
CJC	115	Correctional Methods	4	0	0	4
CJC	116	Police Problems and Practices	4	0	0	4
CJC	117	Criminal Law II	4	0	0	4
		OR				
OPTION II						
*CJC	119	Basic Law Enforcement Training I	9	0	9	12
8th Quarter — Summer						
OPTION I						
CJC	118	Juvenile Law: Procedures and Theory	4	0	0	4
CJC	113	Police Management	4	0	0	4
		OR				
OPTION II						
*CJC	120	Basic Law Enforcement Training II	9	0	9	12

*Required Courses for State Certification

Total Credit Hours Required for Graduation — 110

EARLY CHILDHOOD ASSOCIATE

The Early Childhood Associate curriculum prepares individuals to work with programs and/or centers concerned with the care and development of infants and young children. Through study and application in such areas as child growth and development, physical and nutritional needs of children, care and guidance of children and communication with children and their parents, individuals will be able to function effectively in various programs and/or centers dealing with pre-school children.

Job opportunities are available in such areas as day care centers, nursery schools, kindergartens, child development centers, hospitals, rehabilitation clinics, evaluation clinics, camps and recreational centers.

SUGGESTED COURSE SEQUENCE

DAY PROGRAM - DIPLOMA OPTION

1st Quarter – Fall			Class	Lab	Shop	Credit
EDU	124	Introduction to Early Childhood Education	5	0	0	5
ENG	101	Composition	3	0	0	3
MAT	100	Math	3	0	0	3
PSY	105	Human Growth and Development I	5	0	0	5
2nd Quarter – Winter						
ENG	102	Composition	3	0	0	3
		or				
ENG	104	Technical Writing	3	0	0	3
PSY	106	Human Growth and Development II	5	0	0	5
EDU	178	Observing Young Children	3	0	3	4
EDU	130	Creative Activities	3	2	0	4
3rd Quarter – Spring						
EDU	181	Practicum/Seminar: Working in	3	0	0	3*
		Day Care	0	0	20	2*
SPH	105	Effective Speaking	5	0	0	5
EDU	134	Movement & Music	3	2	0	4
SOC	105	Family Processes	3	2	0	4
4th Quarter – Summer						
EDU	114	Audio Visual Instruction	2	4	0	4
EDU	231	Community Resources	4	0	0	4
PSY	121	Exceptional Children I	3	0	0	3
EDU	133	Children's Literature	3	2	0	4

DAY PROGRAM - DEGREE OPTION - (COMPLETION OF THE DIPLOMA PROGRAM PLUS THE FOLLOWING)

1st Quarter – Fall			Class	Lab	Shop	Credit
PSY	122	Exceptional Children II	3	0	0	3
EDU	126	Child Guidance	3	2	0	4
EDU	131	Methods and Materials of Teaching Math	3	2	0	4
NUT	102	Nutrition for Young Children	3	2	0	4

2nd Quarter — Winter						
EDU	132	Methods and Materials of Teaching Reading	3	2	0	4
EDU	135	Science & Social Studies for Young Children	3	2	0	4
PSY	202	Psychology of Adjustment	3	0	0	3
EDU	180	Seminar/Practicum: Working with	3	0	0	3*
		Exceptional Children	0	0	20	2*
3rd Quarter — Spring						
EDU	230	Current Issues in Day Care	3	0	0	3
EDU	228	Organization and Administration of Day Care	4	0	0	4
EDU	179	Seminar/Practicum: Working in	3	0	0	3*
		the Schools	0	0	20	2*
—	—	Social Science or Humanities Elective	4	0	0	4

*These five credit courses require 20 hours (2 credit hours) of work experience per week.

EVENING PROGRAM - DIPLOMA OPTION

			Class	Lab	Shop	Credit
1st Quarter — Fall						
EDU	124	Introduction to Early Childhood Education	5	0	0	5
ENG	101	Composition	3	0	0	3
2nd Quarter — Winter						
ENG	102	Composition	3	0	0	3
EDU	130	Creative Activities	3	2	0	4
3rd Quarter — Spring						
SPH	105	Effective Speaking	5	0	0	5
EDU	134	Movement & Music	3	2	0	4
SOC	105	Family Processes	3	2	0	4
4th Quarter — Summer						
EDU	114	Audio Visual Instruction	2	4	0	4
EDU	231	Community Resources	4	0	0	4
5th Quarter — Fall						
MAT	100	Math	3	0	0	3
PSY	105	Human Growth and Development I	5	0	0	5
6th Quarter — Winter						
EDU	178	Observing Young Children	3	0	3	4
PSY	106	Human Growth and Development II	5	0	0	5
7th Quarter — Spring						
EDU	181	Practicum/Seminar: Working in Day Care	3	0	20	5
8th Quarter — Summer						
PSY	121	Exceptional Children I	3	0	0	3
EDU	133	Children's Literature	3	2	0	4

EVENING PROGRAM - DEGREE OPTION
(COMPLETION OF THE DIPLOMA PROGRAM PLUS THE FOLLOWING)

1st Quarter — Fall						
PSY	122	Exceptional Children II	3	0	0	3
EDU	126	Child Guidance	3	2	0	4

2nd Quarter — Winter						
EDU	132	Methods and Materials of Teaching Reading	3	2	0	4
EDU	135	Science and Social Studies for Young Children	3	2	0	4
3rd Quarter — Spring						
EDU	230	Current Issues in Day Care	3	0	0	3
EDU	228	Organization and Administration of Day Care	4	0	0	4
—	—	Social Science or Humanities Elective	4	0	0	4
4th Quarter — Summer						
EDU	131	Methods and Materials of Teaching Math	3	2	0	4
NUT	102	Nutrition for Young Children	3	2	0	4
PSY	202	Psychology of Adjustment	3	0	0	3
5th Quarter — Fall						
EDU	180	Seminar/Practicum: Working with Exceptional Children	3	0	20	5
6th Quarter — Winter						
EDU	179	Seminar/Practicum: Working in the Schools	3	0	20	5

Total Credit Hours Required for Graduation (Degree) - 112

Total Credit Hours Required for Graduation (Diploma) - 65

FORESTRY SKILLS

The Forestry Skills curriculum is designed to prepare individuals with the knowledge and skills necessary to harvest and regenerate woodlands. Subject matter includes equipment operations and maintenance, grading and buying stumpage, timber harvesting and related small business skills. Included in this curriculum will be a study of the service and maintenance of equipment and tools required for accomplishing small woodlot harvesting. Students will learn how to operate a small business for logging, clearing and forest regeneration.

Graduates of this curriculum may find employment in private forest industries or may elect to be self-employed. Job opportunities include logging crew member or supervisor, operator of a forestry contracting service, forestry equipment operator, or technician for private forestry industry, state forestry agencies, U.S. Forest Service, forestry consultants, and surveyors.

SUGGESTED COURSE SEQUENCE

1st Quarter — Fall			Class	Lab	Shop	Credit
FOR	1101	Equipment Operations and Maintenance	3	0	9	6
FOR	1104	Mensuration Skills	3	0	9	6
SAF	1001	Safety	2	0	0	2

Second Quarter — Winter						
FOR	1108	Forest Regeneration	4	0	12	8
FOR	1103	Intermediate Stand Management	2	0	6	4
MAT	1101	Math Skills	3	0	0	3
WLD	110	Basic Welding	2	0	6	4
Third Quarter — Spring						
FOR	1105	Grading & Buying Stumpage	2	0	6	4
FOR	1106	Timber Harvest	4	0	12	8
FOR	1107	Grading & Selling Logs	2	0	6	4
BUS	111	Small Business Operations	3	0	0	3
Fourth Quarter — Summer						
FOR	1109	Forestry Skills Applications	3	0	9	6
		OR				
FOR	1110	Forestry Skills Coop	6	0	20	8
ENG	1102	Communication Skills	3	0	0	3
PSY	150	Interpersonal Relations	3	0	0	3
		Elective	3	0	0	3

Total Clock Hours - 1441 or 1287
Total Credit Hours - 69 or 67

GENERAL EDUCATION

The General Education curriculum is designed to provide intellectual growth and enrichment for the individual. The program provides basic exposure to the liberal arts and enables studies to be tailored to meet the student's specific interest. Studies in general education also benefit those students who desire to expand their knowledge and understanding of the world.

CURRICULUM REQUIREMENTS

			Class	Lab	Shop	Credit
ENGLISH (9 credit hours required)						
ENG	101	Composition	3	0	0	3
ENG	102	Composition	3	0	0	3
ENG	103	Composition	3	0	0	3
MATHEMATICS (10 credit hours required)						
MAT	101	College Math	5	0	0	5
MAT	102	College Algebra	5	0	0	5
MAT	103	Trigonometry	5	0	0	5
MAT	202	Geometry for Teachers	5	0	0	5
NATURAL SCIENCES (10 credit hours required)						
BIO	101	Biology	4	2	0	5
BIO	102	Biology	4	2	0	5
BIO	104	Anatomy and Physiology I	4	2	0	5
BIO	105	Anatomy and Physiology II	4	2	0	5
CHM	111	Chemistry I	4	4	0	6
CHM	112	Chemistry II	4	4	0	6
PHS	101	Physical Science	4	2	0	5
PHS	102	Physical Science	4	2	0	5
SCI	101	General Science	4	2	0	5
SCI	102	General Science	4	2	0	5

SOCIAL SCIENCES (23 credit hours required)

GEO	103	Cultural Geography	5	0	0	5
GEO	104	Physical Geography	5	0	0	5
HIS	101	Western Civilization	5	0	0	5
HIS	102	Western Civilization	5	0	0	5
HIS	201	American History	5	0	0	5
HIS	202	American History	5	0	0	5
HIS	203	North Carolina History	5	0	0	5
PSY	105	Human Growth and Development I	5	0	0	5
PSY	106	Human Growth and Development II	5	0	0	5
PSY	121	Exceptional Children I	3	0	0	3
PSY	122	Exceptional Children II	3	0	0	3
PSY	201	Introduction to Psychology	3	0	0	3
PSY	202	Psychology of Adjustment	3	0	0	3
PSY	203	Child Psychology	5	0	0	5
ECO	102	Microeconomics	5	0	0	5
ECO	103	Macroeconomics	5	0	0	5
POL	201	State and Local Government in U.S.	5	0	0	5
SOC	107	Influences of the Mass Media	3	0	0	3
SOC	201	Introduction to Sociology	5	0	0	5
HIS	204	People, Culture, and Change in the Middle East	5	0	0	5

HUMANITIES/FINE ARTS (16 credit hours required)

ENG	201	English Literature	3	0	0	3
ENG	202	English Literature	3	0	0	3
ENG	203	American Literature	3	0	0	3
ENG	204	American Literature	3	0	0	3
ENG	205	Children's Literature	5	0	0	5
REL	103	Old Testament	5	0	0	5
REL	104	New Testament	5	0	0	5
REL	105	World Religions	5	0	0	5
SPH	105	Effective Speaking	5	0	0	5
ART	101	Art Appreciation	5	0	0	5
MUS	101	Music Appreciation	5	0	0	5

ELECTIVES (28 credit hours required)

All general education courses are acceptable for elective credit, as well as other selected degree courses approved by the general education departmental chairperson.

Total Credit Hours Required for Graduation - 96

GUNSMITHING

The Gunsmithing curriculum is designed to prepare the student to diagnose malfunctions, to determine the best method of repair and to develop skills in the repair of firearms. The individual will be taught skills in metalworking and finishing, woodworking and finishing as applicable to gunsmithing, servicing, and repair and the laws and regulations governing firearms and businesses.

The curriculum provides the knowledge and skills necessary for individuals to be employed in the field by a gunsmith, sporting goods store or enter their own business.

SUGGESTED COURSE SEQUENCE

DAY PROGRAM

FIRST YEAR

			Class	Lab	Shop	Credit
1st Quarter – Fall						
GSM	1001	Gunsmithing Tools	4	0	18	10
GSM	1002	Basic Machine Processes	2	0	6	4
2nd Quarter – Winter						
GSM	1003	Firearms Blueing	2	0	9	5
GSM	1004	General Repair	3	0	9	6
BUS	111	Small Business Operations	3	0	0	3
3rd Quarter – Spring						
GSM	1005	Reloading and Sight Mounting	2	0	6	4
GSM	1006	Barrel Threading and Chambering	3	0	9	6
WLD	1101	Basic Welding	2	0	6	4
4th Quarter – Summer						
GSM	1007	Stock Making: Through Bolt Style	2	0	9	5
GSM	1111	Custom Alterations	2	0	12	6
ENG	1102	Communication Skills	3	0	0	3

SECOND YEAR:

PREREQUISITE: First Year GSM courses or permission of the instructor.

1st Quarter – Fall						
GSM	1109	Rifle Stock Making: Classic Style	4	0	24	12
2nd Quarter – Winter						
GSM	1110	Rifle Stock Making: California Style	4	0	24	12
3rd Quarter – Spring						
GSM	1008	Stock Making: Tang Style	2	0	12	6
GSM	1112	Advanced Blueing	3	0	9	6
PSY	150	Interpersonal Relations	3	0	0	3
4th Quarter – Summer						
GSM	1113	Shotgun Repair	2	0	9	5
GSM	1114	Rifle Repair	3	0	9	6
GSM	1115	Pistol Smithing	2	0	6	4

EVENING PROGRAM

FIRST YEAR

1st Quarter — Fall						
GSM	1001a	Gunsmithing Tools	3	0	12	7
2nd Quarter — Winter						
GSM	1001b	Gunsmithing Tools	1	0	6	3
GSM	1002	Basic Machine Processes	2	0	6	4
3rd Quarter — Spring						
GSM	1006	Barrel Threading and Chambering	3	0	9	6
4th Quarter — Summer						
GSM	1004	General Repair	3	0	9	6
ENG	1102	Communication Skills	3	0	0	3
5th Quarter — Fall						
GSM	1005	Reloading and Sight Mounting	2	0	6	4
WLD	1101	Basic Welding	2	0	6	4
6th Quarter — Winter						
GSM	1003	Firearms Blueing	2	0	9	5
PSY	150	Interpersonal Relations	3	0	0	3
7th Quarter — Spring						
GSM	1007	Stock Making: Through Bolt Style	2	0	9	5
BUS	111	Small Business Operations	3	0	0	3
8th Quarter — Summer						
GSM	1111	Custom Alterations	2	0	12	6

SECOND YEAR:

PREREQUISITE: First Year GSM courses or permission of instructor. The second year courses in GSM will be offered only during the evening when sufficient funding and/or enrollment permits.

9th Quarter — Fall						
GSM	1109a	Rifle Stock Making: Classic Style	2	0	12	6
10th Quarter — Winter						
GSM	1109b	Rifle Stock Making: Classic Style	2	0	12	6
11th Quarter — Spring						
GSM	1110a	Rifle Stock Making: California Style	2	0	12	6
12th Quarter — Summer						
GSM	1110b	Rifle Stock Making: California Style	2	0	12	6
13th Quarter — Fall						
GSM	1008	Stock Making: Tang Style	2	0	12	6
14th Quarter — Winter						
GSM	1112	Advanced Blueing	3	0	9	6
15th Quarter — Spring						
GSM	1113	Shotgun Repair	2	0	9	5
GSM	1114a	Rifle Repair	1	0	3	2
16th Quarter — Summer						
GSM	1114b	Rifle Repair	2	0	6	4
GSM	1115	Pistol Smithing	2	0	6	4

Total Contact Hours in Program - 2508
Total Credit Hours Required for Graduation - 110

INDUSTRIAL MAINTENANCE

Existing industries in North Carolina and new industries moving into the state express the need for skilled industrial maintenance personnel with the background, knowledge, and potential to advance in the plant maintenance field.

The curriculum in Industrial Maintenance prepares students to repair and maintain machinery, electrical wiring and fixtures, and hydraulic and pneumatic devices found in industrial establishments. Industrial maintenance mechanics may be required to install, maintain and service mechanical equipment; follow blueprints and sketches; and use hand tools, metalworking machines, measuring instruments and testing instruments.

Students enrolled in the program will receive "hands-on" experience operating metalworking machines such as the lathe, milling machine, and the drill press. The program at Montgomery Community College is not geared toward one industry, but is easily adaptable to the various industries located within our state.

SUGGESTED COURSE SEQUENCE

DAY PROGRAM

			Class	Lab	Shop/ Clin	Credit
1st Quarter — Fall						
ELE	1101	AC-DC Machines and Controls	2	0	6	4
ELE	1102	Electricity AC-DC	2	0	6	4
WLD	1101	Basic Welding	2	0	6	4
ENG	1101	Reading Skills	3	0	0	3
DFT	1101	Blueprint Reading	2	2	0	3
2nd Quarter — Winter						
SAF	1001	Safety	2	0	0	2
MAT	1101	Math Skills	3	0	0	3
MEC	1101	Machine Shop Processes	2	0	6	4
MEC	1102	Hydraulics/Pneumatics	2	0	6	4
DFT	1102	Blueprint Reading (Electrical)	1	2	0	2
ELE	1103	Industrial Electronic Controls	3	2	0	4
3rd Quarter — Spring						
AHR	1125	Air Cooling and Heating Systems	3	0	9	6
PLU	1101	Plumbing Principles	2	0	6	4
MEC	1104	Maintenance Practicum or MEC 1105	4	0	20	6
		Maintenance Applications	2	0	6	4
4th Quarter — Summer						
MEC	1103	Machine Installation and Maintenance	3	0	9	6
BUS	1105	Industrial Organizations	3	0	0	3
PHY	1111	Applied Science	3	0	0	3
AHR	1128	Air Conditioning Trouble Shooting and Servicing	2	0	9	5

EVENING PROGRAM

			Class	Lab	Shop/ Clin	Credit
1st Quarter — Fall						
ELE	1101	AC-DC Machines and Controls	2	0	6	4
SAF	1001	Safety	2	0	0	2
DFT	1101	Blueprint Reading	2	2	0	3
2nd Quarter — Winter						
ELE	1102	Electricity AC-DC	2	0	6	4
DFT	1102	Blueprint Reading (Electrical)	1	2	0	2
ENG	1101	Reading Skills	3	0	0	3
3rd Quarter — Spring						
MEC	1102	Hydraulics/Pneumatics	2	0	6	4
WLD	1101	Basic Welding	2	0	6	4
4th Quarter — Summer						
MEC	1101	Machine Shop Processes	2	0	6	4
MAT	1101	Math Skills	3	0	0	3
ELE	1103	Industrial Electronic Controls	3	2	0	4
5th Quarter — Fall						
AHR	1125	Air Cooling and Heating Systems	3	0	9	6
PHY	1111	Applied Science	3	0	0	3
6th Quarter — Winter						
PLU	1101	Plumbing Principles	2	0	6	4
MEC	1104	Maintenance Practicum OR MEC 1105	4	0	20	6
		Maintenance Applications	2	0	6	4
7th Quarter — Spring						
MEC	1103	Machine Installation and Maintenance	3	0	9	6
BUS	1105	Industrial Organizations	3	0	0	3
8th Quarter — Summer						
AHR	1128	Air Conditioning Trouble Shooting and Servicing	2	0	9	5

Total Contact Hours in Program - 1463 or 1287
Total Credit Hours Required for Graduation - 70 or 68

METAL ENGRAVING

Metal Engraving is a vocation demanding superior eye-hand coordination and artistic vision. As an occupational regimen of study, Metal Engraving covers the entire spectrum of metal embellishment using the graver's hammer and chisel, power engraving devices, acid etching, enlaying of precious metals and jewels into a metal base, bas-relief graving and sinking of scenes into the medium.

The accomplished engraver is at home in any metallic medium but the predominant metal of choice is steel and the major area of endeavor is the embellishment of sporting arms, accessories and jewelry.

Occupationally, the skills of the engraver are applicable to gold smithing, silver smithing, gunsmithing, tool and die trades, printing plates, jewelry and any area where the embellishment of metal is required.

Such a course of study would cover these areas and the successful student would be able to apply the skills learned to a vocational effort of his or her choice.

SUGGESTED COURSE SEQUENCE

DAY PROGRAM

			Class	Lab	Shop	Credit
1st Quarter — Fall						
*MEG	1101	Metal Engraving: Tools, Terms, and Procedures	2	0	6	4
*MEG	1102	Metal Engraving: Scrolls and Letters	3	0	9	6
ART	1003	Calligraphy	1	2	0	2
ART	1001	Drawing	2	4	0	4
2nd Quarter — Winter						
*MEG	1103	Metal Engraving: Scenes	2	0	9	5
*MEG	1104	Metal Engraving: Bolino	1	0	6	3
ART	1002	Two and Three Dimensional Design	2	4	0	4
MEC	1001	Basic Metallurgy	3	2	0	4
MAT	1101	Math Skills	3	0	0	3
3rd Quarter — Spring						
*MEG	1105	Metal Engraving: Inlays	3	0	12	7
*MEC	1002	Metal Finishing	1	0	6	3
BUS	111	Small Business Operations	3	0	0	3
PSY	150	Interpersonal Relations	3	0	0	3
4th Quarter — Summer						
*MEG	1106	Metal Engraving: Inlay Sculpting	2	0	6	4
*MEG	1107	Metal Engraving Applications	3	0	9	6
PHO	1001	Basic Photography	2	0	3	3
ENG	1102	Communication Skills	3	0	0	3

EVENING PROGRAM

1st Quarter — Fall						
*MEG	1101	Metal Engraving: Tools, Terms, and Procedures	2	0	6	4
ART	1001	Drawing	2	4	0	4
2nd Quarter — Winter						
*MEG	1102	Metal Engraving: Scrolls and Letters	3	0	9	6
ART	1003	Calligraphy	1	2	0	2

3rd Quarter — Spring						
*MEG	1103	Metal Engraving: Scenes	2	0	9	5
MAT	1101	Math Skills	3	0	0	3
4th Quarter — Summer						
*MEG	1104	Metal Engraving: Bolino	1	0	6	3
ART	1002	Two and Three Dimensional Design	2	4	0	4
ENG	1102	Communication Skills	3	0	0	3
5th Quarter — Fall						
*MEG	1105	Metal Engraving: Inlays	3	0	12	7
6th Quarter — Winter						
MEC	1101	Basic Metallurgy	3	2	0	4
*MEG	1106	Metal Engraving: Inlay Sculpting	2	0	6	4
PSY	150	Interpersonal Relations	3	0	0	3
7th Quarter — Spring						
*MEC	1002	Metal Finishing	1	0	6	3
BUS	111	Small Business Operations	3	0	0	3
PHO	1001	Basic Photography	2	0	3	3
8th Quarter — Summer						
*MEG	1107	Metal Engraving Applications	3	0	9	6

*Courses required for Certificate Option

Total Contact Hours in Program - 1287
Total Credit Hours Required for Graduation (Diploma) - 67

Total Credit Hours Required for Graduation (Certificate) - 38

MICROCOMPUTER SYSTEMS TECHNOLOGY

The purpose of the Microcomputer Systems Technology curriculum is to prepare graduates for employment with business, industry, and government organizations that use or are planning to use computers to process and manage information.

Using microcomputers or other small systems, students will learn to apply a variety of commonly used business applications and systems software; set up microcomputer hardware and install software; develop user training programs and user documentation; evaluate and recommend hardware and software; assist users in resolving hardware and software problems; and develop control and security procedures. Students will also learn the fundamentals of microcomputer networking.

Entry level employment for graduates of this program may be as a Technical Support Specialist, Microcomputer Coordinator, Network Coordinator, Information Systems Specialist, Microcomputer Specialist, Microcomputer Salesperson, PC Support Specialist, or Computer Support Representative. Advanced level employment may be as a Microcomputer Consultant, Office Systems Analyst, Information Center Manager, or Microcomputer Systems Analyst.

SUGGESTED COURSE SEQUENCES

DAY PROGRAM

			Class	Lab	Shop	Credit
1st Quarter – Fall						
BUS	102	Keyboarding I	2	3	0	3
EDP	105	Introduction to Computer Science	3	0	0	3
ENG	100	Composition	3	0	0	3
MAT	110	Business Math I	5	0	0	5
– –	– –	Humanities Elective or Social Science	3	0	0	3
2nd Quarter – Winter						
BUS	120	Principles of Accounting I	3	2	0	4
BUS	206	Business Communication	5	0	0	5
EDP	106	Computer Science Programming w/Basic	3	2	0	4
ENG	101	Composition	3	0	0	3
MAT	111	Business Math II	3	0	0	3
3rd Quarter – Spring						
BUS	121	Principles of Accounting II	3	2	0	4
COA	150	Microcomputer Operating Systems & Procedures (DOS)	3	2	0	4
EDP	201	Microcomputer Business Applications I	3	2	0	4
ENG	104	Technical Writing	3	0	0	3
SPH	105	Effective Speaking	5	0	0	5
4th Quarter – Summer						
BUS	122	Principles of Accounting III	3	2	0	4
BUS	215	Word Processing Applications I	3	2	0	4
EDP	207	Lotus 1-2-3	3	2	0	4
5th Quarter – Fall						
BUS	216	Word Processing Applications II	3	2	0	4
COA	205	Office Automation Systems Analysis & Design	3	2	0	4
EDP	208	Dbase	3	2	0	4
EDP	209	Advanced Lotus 1-2-3	3	2	0	4
6th Quarter – Winter						
COA	140	Microcomputer Graphics	3	2	0	4
COA	226	Integrated Software for Computers	3	2	0	4
COA	230	Dbase Applications	3	2	0	4
COA	235	Microcomputer Interfacing & Maintenance	3	2	0	4
7th Quarter – Spring						
COA	201	Desktop Publishing	3	2	0	4
COA	225	Financial Accounting	3	2	0	4
COA	225	Data Communications	3	2	0	4
COA	290	Office Application-Seminar/Practicum	1	0	20	3
SOC	108	Current Social Problems	3	0	0	3

EVENING PROGRAM

			Class	Lab	Shop	Credit
1st Quarter — Fall						
BUS	102	Keyboarding I	2	3	0	3
ENG	100	Composition	3	0	0	3
MAT	110	Business Math I	5	0	0	5
— —	— —	Social Science or Humanities Elective	3	0	0	3
2nd Quarter — Winter						
COA	150	Microcomputer Operating Systems & Procedures (DOS)	3	2	0	4
EDP	105	Introduction to Computer Science	3	0	0	3
ENG	101	Composition	3	0	0	3
MAT	111	Business Math II	3	0	0	3
3rd Quarter — Spring						
BUS	120	Principles of Accounting I	3	2	0	4
EDP	106	Computer Science Programming with BASIC	3	2	0	4
SPH	105	Effective Speaking	5	0	0	5
4th Quarter — Summer						
BUS	121	Principles of Accounting II	3	2	0	4
BUS	215	Word Processing Applications I	3	2	0	4
EDP	201	Microcomputer Business Applications I	3	2	0	4
5th Quarter — Fall						
BUS	122	Principles of Accounting III	3	2	0	4
BUS	216	Word Processing Applications II	3	2	0	4
EDP	208	Dbase	3	2	0	4
6th Quarter — Winter						
BUS	206	Business Communications	5	0	0	5
COA	230	Dbase Applications	3	2	0	4
EDP	207	Lotus 1-2-3	3	2	0	4
ENG	104	Technical Writing	3	0	0	3
7th Quarter — Spring						
COA	140	Microcomputer Graphics	3	2	0	4
COA	226	Integrated Software for Computers	3	2	0	4
EDP	209	Advanced Lotus 1-2-3	3	2	0	4
8th Quarter — Summer						
COA	201	Desktop Publishing	3	2	0	4
COA	205	Office Automation Systems Analysis & Design	3	2	0	4
COA	235	Microcomputer Interfacing & Maintenance	3	2	0	4
9th Quarter — Fall						
COA	225	Financial Accounting	3	2	0	4
COA	255	Data Communications	3	2	0	4
COA	290	Office Application-Coop Practicum	1	0	20	3
SOC	108	Current Social Problems	3	0	0	3

Total Credit Hours Required for Graduation - 118

POTTERY PRODUCTION

The Pottery Production curriculum is a training program to prepare individuals for employment in pottery or pottery-related fields. The program combines the study of all aspects of pottery with hands-on practice to develop skills. The potter must know about clay composition, glaze calculation, types and construction of kilns, organization of a ceramic shop, and business and marketing procedures. The potter must be able to throw and hand build pottery, prepare and apply glazes, create surface decoration, and fire a kiln.

Employment opportunities exist in pottery production operation or graduates may choose to set up their own business.

SUGGESTED COURSE SEQUENCE

DAY PROGRAM

			Class	Lab	Shop	Credit
1st Quarter — Fall						
CER	1001	Clay Properties and Uses	2	0	6	4
CER	1002	Wheel Thrown Shapes I	2	0	6	4
CER	1003	Glazing and Decorative Techniques	2	0	6	4
ART	1001	Drawing	2	4	0	4
2nd Quarter — Winter						
CER	1004	Wheel Thrown Shapes II	2	0	6	4
CER	1005	Multiple Forms I	2	0	6	4
CER	1006	Glaze Formulation	2	0	6	4
ART	1002	Two and Three Dimensional Design	2	4	0	4
3rd Quarter — Spring						
CER	1007	Multiple Forms II	2	0	6	4
CER	1008	Studio Problems	2	0	6	4
CER	1009	Pottery Production Techniques	2	0	6	4
PSY	150	Interpersonal Relations	3	0	0	3
BUS	111	Small Business Operations	3	0	0	3
4th Quarter — Summer						
CER	1010	Kiln Construction	1	0	6	3
CER	1011	Studio Methods	1	0	6	3
CER	1012	Set Production	2	0	6	4
PHO	1001	Basic Photography	2	0	3	3
ENG	1102	Communication Skills	3	0	0	3

EVENING PROGRAM

			Class	Lab	Shop	Credit
1st Quarter — Fall						
ART	1001	Drawing	2	4	0	4
CER	1001	Clay Properties and Uses	2	0	6	4
2nd Quarter — Winter						
CER	1002	Wheel Thrown Shapes I	2	0	6	4
CER	1003	Glazing and Decorative Techniques	2	0	6	4
3rd Quarter — Spring						
CER	1004	Wheel Thrown Shapes II	2	0	6	4
CER	1005	Multiple Forms I	2	0	6	4

4th Quarter — Summer						
ENG	1102	Communication Skills	3	0	0	3
ART	1002	Two and Three Dimensional Design	2	4	0	4
CER	1007	Multiple Forms II	2	0	6	4
5th Quarter — Fall						
PSY	150	Interpersonal Relations	3	0	0	3
CER	1008	Studio Problems	2	0	6	4
6th Quarter — Winter						
BUS	111	Small Business Operations	3	0	0	3
CER	1011	Studio Methods	1	0	6	3
7th Quarter — Spring						
PHO	1001	Basic Photography	2	0	3	3
CER	1009	Pottery Production Techniques	2	0	6	4
CER	1010	Kiln Construction	1	0	6	3
8th Quarter — Summer						
CER	1006	Glaze Formulations	2	0	6	4
CER	1012	Set Production	2	0	6	4

Requirement for Diploma: During the final quarter of enrollment students are required to present their work in a gallery or show.

Total Contact Hours in Program - 1320
Total Credit Hours Required for Graduation - 66

PRACTICAL NURSE EDUCATION

The Practical Nursing curriculum graduates are prepared to take the National Council Licensure Examination required to practice as a licensed practical nurse. The Practical Nursing curriculum is designed to develop competencies in practicing the following five components of practice as defined by the North Carolina **Nursing Practice Act, 1987:** (1) participating in assessing the client's physical and mental health including the client's reaction to illnesses and treatment regimen; (2) recording and reporting the results of the nursing assessment; (3) participating in implementing the health care plan developed by the registered nurse and/or prescribed by any person authorized by State law to prescribe such a plan, by performing tasks delegated by and performed under the supervision or under orders or directions of a registered nurse, physician licensed to practice medicine, dentist, or other person authorized by State law to provide such supervision; (4) reinforcing the teaching and counseling of a registered nurse, physician licensed to practice medicine in North Carolina, or dentist; and (5) reporting and recording the nursing care rendered and the client's response to that care.

Licensed practical nurses may be employed in hospitals, nursing homes, clinics, doctor's offices, industry, and public health agencies.

Individuals desiring a career in practical nursing should be encouraged to take math and science courses in high school.

SUGGESTED COURSE SEQUENCE

DAY PROGRAM

1st Quarter — Fall			**Class**	**Lab**	**Clinical**	**Credit**
NUR	1101	Fundamentals of Nursing	7	4*	3*	8
PSY	110	Principles of Psychology	3	0	0	3
ENG	1102	Communication Skills	3	0	0	3
BIO	104	Anatomy and Physiology I	4	2	0	5
MAT	100	Math	3	0	0	3
2nd Quarter — Winter						
NUR	1111	Nursing Adults and Children I	7	0	12	11
NUR	1103	Pharmacology	3	0	0	3
PSY	111	Human Growth and Development-Life Span	3	0	0	3
BIO	105	Anatomy and Physiology II	4	2	0	5
3rd Quarter — Spring						
+NUR	1112	Nursing Adults and Children II	9	0	18	15
NUR	1105	Geriatric Nursing	3	0	0	3
4th Quarter — Summer						
+NUR	1113	Nursing Adults and Children III	4	0	9	7
NUR	1114	Maternal and Newborn Nursing	5	0	9	8
NUR	1104	Nursing Seminar	2	0	0	2
+NUR	1106	NCLEX-PN Review	1	0	0	1

* 5½ weeks each

Total Contact Hours in Program - 1281.5
Total Credit Hours - 80
+ Must be completed at MCC

REAL ESTATE APPRAISAL

The purpose of the Real Estate Appraisal curriculum is to provide the prelicensing and the pre-certification appraisal education requirements approved by the N. C. Real Estate Commission.

The courses required by the N. C. Real Estate Commission for prelicensing as a "State-licensed" appraiser are covered in this curriculum. These courses are Introduction of Real Estate Appraisal, Valuation Principles and Procedures, and Applied Residential Property Valuation.

The courses required by the N. C./Real Estate Commission for pre-certification as a "State-certified" appraiser are also provided. These courses are Introduction to Income Property Appraisal, Advanced Income Capitalization Procedures, and Applied Income Property Valuation. A good math background is very important in this curriculum. It is recommended that a student have mastered competencies found in a basic algebra course before taking Advanced Income Capitalization Procedures.

The courses required for the "State-licensed" appraiser and the "State-certified" appraiser must be completed in sequential order.

In addition to meeting the education requirements to become "State-licensed" appraiser and/or a "State certified" appraiser, an individual must pass the appraisal examinations given by the N. C. Real Estate Commission and meet the appraisal experience requirements. A "State-licensed" or "State-certified" appraiser will be able to identify himself or herself to the public as being state licensed and/or state certified, and will be qualified to perform appraisals in federally-related transactions.

SUGGESTED COURSE SEQUENCE

			Class	Lab	Shop	Credit
1st Quarter						
DMK	101	Introduction to Real Estate Appraisal	3	0	0	3
DMK	102	Valuation Principles and Procedures	3	0	0	3
DMK	103	Applied Residential Property Valuation	3	0	0	3
2nd Quarter						
DMK	104	Introduction to Income Property Appraisal	3	0	0	3
DMK	105	Advanced Income Capitalization Procedures	3	0	0	3
DMK	106	Applied Income Property Valuation	3	0	0	3

Total Credit Hours Required for Certificate - 18

TAXIDERMY

The Taxidermy curriculum is designed to develop skills in the permanent preservation of fish, fowl and game animals. Related subjects are also included for a better understanding of natural habitat and ecology.

Opportunities exist for graduates of the Taxidermy curriculum to set up their own businesses. In addition, other job opportunities can be found in sport shops, game preserves, museums of natural history and private businesses.

SUGGESTED COURSE SEQUENCE

DAY PROGRAM

			Class	Lab	Shop	Credit
1st Quarter — Fall						
TXY	1101	Taxidermy: Fish	4	0	12	8
TXY	1102	Fish Coloration	2	0	6	4
ART	1001	Drawing	2	4	0	4
2nd Quarter — Winter						
TXY	1103	Taxidermy: Large Furbearing Animals	3	0	9	6
TXY	1107	Taxidermy: Hide Preparation	3	0	9	6
MAT	1101	Math Skills	3	0	0	3
3rd Quarter — Spring						
TXY	1105	Taxidermy: Birds	4	0	12	8
TXY	1106	Casting and Reproduction Fish	2	0	6	4
BUS	111	Small Business Operations	3	0	0	3
PSY	150	Interpersonal Relations	3	0	0	3

4th Quarter — Summer

TXY	1104	Taxidermy: Small Furbearing Animals	3	0	9	6
TXY	1108	Taxidermy: Reptiles	3	0	9	6
PHO	1001	Basic Photography	2	0	3	3
ENG	1102	Communication Skills	3	0	0	3

EVENING PROGRAM

1st Quarter — Fall			**Class**	**Lab**	**Shop**	**Credit**
TXY	1102	Fish Coloration	2	0	6	4
ART	1001	Drawing	2	4	0	4
2nd Quarter — Winter						
TXY	1101	Taxidermy: Fish	4	0	12	8
3rd Quarter — Spring						
TXY	1104	Taxidermy: Small Furbearing Animals	3	0	9	6
MAT	1101	Math Skills	3	0	0	3
4th Quarter — Summer						
TXY	1108	Taxidermy: Reptiles	3	0	9	6
ENG	1102	Communication Skills	3	0	0	3
5th Quarter — Fall						
TXY	1105	Taxidermy: Birds	4	0	12	8
6th Quarter — Winter						
TXY	1107	Taxidermy: Hide Preparation	3	0	9	6
PSY	150	Interpersonal Relations	3	0	0	3
7th Quarter — Spring						
TXY	1106	Casting and Reproduction Fish	2	0	6	4
BUS	111	Small Business Operations	3	0	0	3
PHO	1001	Basic Photography	2	0	3	3
8th Quarter — Summer						
TXY	1103	Taxidermy: Large Furbearing Animals	3	0	9	6

Total Contact Hours in Program - 1309
Total Hours Required for Graduation - 67

COURSE DESCRIPTIONS

		Class	Lab	Shop/ Clinical	Credit
AHR 1121	**PRINCIPLES OF REFRIGERATION**	**3**	**0**	**9**	**6**

The course is an introduction to the principles of refrigeration. Terminology, the use and care of tools and equipment, and the identification and the function of component parts of refrigeration systems are covered. Practical work with hand tools, materials, piping, and duct work is given to develop basic skills in the installation of refrigeration systems. Standard procedures and safety measures are stressed.
Prerequisite: none

AHR 1122	**AIR CONDITIONING AND REFRIGERATION SCHEMATICS AND DIAGRAMS**	**2**	**2**	**0**	**3**

This course includes a study of the symbols, the basic principles of lines, view, and dimensioning procedures used in wiring diagrams. Instruction and service manuals, charts and blueprints which are common to the trade will be covered. The more commonly used control components, their symbols, and function in the control system will be emphasized.
Prerequisite: none

AHR 1123	**AUTOMATIC CONTROLS**	**2**	**0**	**6**	**4**

Types of automatic controls and their function in heating and cooling systems will be covered. Included in the course will be electric, electronic, mechanical, and pneumatic controls for domestic and commercial heating and cooling zone controls. Commercial refrigeration controls, and radiant panel controls will also be covered.
Prerequisite: none

AHR 1124	**DOMESTIC AND COMMERCIAL REFRIGERATION**	**3**	**0**	**9**	**6**

The course covers the domestic refrigeration servicing of conventional, hermetic systems. Cabinet care, controls, and systems maintenance in window air conditioning units and domestic refrigerators and freezers are stressed. Commercial refrigeration servicing of display cabinets, walk-in cooler and freezer units, and mobile refrigeration systems is studied. A study of controls, refrigerants, heat reclamation maintenance, and servicing methods is made.
Prerequisite: none

AHR 1125	**AIR COOLING AND HEATING SYSTEMS**	**3**	**0**	**9**	**6**

The course covers various heating, cooling, and ventilating systems. The use and care of tools, use of measuring instruments and equipment, and ductwork installation are examined. Air conditioning equipment is selected, assembled, installed, wired, calibrated, and tested.
Prerequisite: none

AHR 1126	**SOLAR HEATING SYSTEMS**	**2**	**0**	**6**	**4**

This is a basic course in the study and use of solar energy for the purpose of space and hot water heating. Included will be a study of the advantages and disadvantages of solar energy usage, the latitudinal and seasonal variation of solar radiation and the use of solar installation tables. A study will be made of the best application of collectors, storage requirements, piping and duct schematics for typical systems, flow rates, terminology, and the use of tools and equipment.
Prerequisite: none

AHR 1127	**AUTOMOTIVE AIR CONDITIONING**	**2**	**0**	**6**	**4**

The course will be an in-depth study of the automotive air conditioning system. The automotive heating and air conditioning systems, components and their repair, and safety precautions in handling refrigerants will be included.
Prerequisite: none

AHR 1128 AIR CONDITIONING TROUBLE SHOOTING AND SERVICING 2 0 9 5

Emphasis is placed on the maintenance and servicing of equipment used in the cleaning, changing, humidification, and temperature control of air in an air conditioned space. Shop work involves locating and correcting equipment failures and controlling, testing and adjusting heating and cooling equipment to maximize energy conservation.

Prerequisite: One previous quarter of AHR classes or permission of the instructor.

AHR 1129 ALL YEAR COMFORT SYSTEMS 2 0 6 4

Equipment used to provide heating and cooling for "all year" comfort will be studied. Included will be heat pumps, oil fired, gas fired, water circulating and electric-resistance systems. Specialized controls required for all-year comfort systems, preventive maintenance, and balancing are included in the course.

Prerequisite: One previous quarter of AHR classes or permission of the instructor.

AHR 1130 DUCT DESIGN AND INSTALLATION 2 0 6 4

The course is a study of the fabrication, installation, and maintenance of ducts using various materials. The student will study the installation of various duct systems and perform on-the-site installation. Safety and proper use of tools and equipment will be stressed.

Prerequisite: One previous quarter of AHR classes or permission of the instructor.

ART 101 ART APPRECIATION 5 0 0 5

The course is a survey of architecture, painting, and sculpture from prehistoric and Egyptian periods to contemporary time. Emphasis will be on major artists and their contributions to each period.

Prerequisite: none

ART 1001 DRAWING 2 4 0 4

The course will develop the skills needed to record accurately things seen or imagined. Accuracy of observation and the development of confidence in recording the observations will greatly enhance the creative abilities of the students. Also included will be a basic study of perspective drawing — ways to show, on a flat surface, effect of distance and form in space using lines. Methods of tone indication will be explored.

Prerequisite: none

ART 1002 TWO AND THREE DIMENSIONAL DESIGN 2 4 0 4

The course will explore the basic concepts and language of design. The interaction of design elements according to basic principles will be stressed through practical exercises in both two and three dimensions.

Prerequisite: none

ART 1003 CALLIGRAPHY AND NUMBERING 1 2 0 2

The art of calligraphy, stressing the three basic styles of lettering, is covered in the course. Numbering will concentrate on script type. Both will be approached from the point of view of their application to Metal Engraving.

Prerequisite: none

AUB 1111 AUTO BODY REPAIR PRINCIPLES 3 0 9 6

The course is a thorough study of automobile body construction including the care and use of tools, equipment, and materials used in auto body repair work. Specific areas to be covered are: shrinking sheet metal, roughing out dents, filling and finishing dents, and preparing the surface for painting.

Prerequisite: none

AUB 1112 TRIM AND GLASS 3 0 9 6

The course will include a thorough study of the automobile door. Students will disassemble, rebuild, and reassemble doors, remove and install windshields and backglass, and remove and restore trim.

Prerequisite: none

AUB 1113 ENAMEL AND URETHANE PAINTING AND FINISHING 3 0 9 6

Students in this course will develop skills necessary in preparing painted and bare metal surfaces and the application of enamel and urethane paints. This course will include the use and maintenance of spray equipment and the preparation of paints.
Prerequisite: none

AUB 1114 LACQUER PAINTING AND FINISHING 2 0 6 4

During the course students will learn to spray paint using various lacquers, sand and prepare a car for lacquer painting, buff and finish a car after lacquer painting, spot paint using lacquer paint, and seal and paint lacquer over old surfaces.
Prerequisite: none

AUB 1115 FRAMES AND SUSPENSIONS 3 0 9 6

The course will provide students with the theory and application of frame gauges, hydraulic tools and frame machines used to straighten auto body frame damage. Students will also study the types of major frame damage and misalignment.
Prerequisite: none

AUB 1116 AUTO BODY PARTS REPLACEMENT 3 0 9 6

The course is designed to aid the student in developing skills in the shaping of damaged panels and the aligning of hood, fenders, doors, and deck lids of automobiles. The replacement of the chassis sheet metal of a car as a unit will be studied. Welding principles necessary for auto body parts replacement will be an integral part of this course.
Prerequisite: none

AUB 1117 SPECIAL FINISHES 2 0 3 3

The course includes the development of skills in pinstripe painting techniques and the use of a variety of custom paints.
Prerequisite: none

AUB 1118 AUTO BODY SHOP APPLICATIONS 2 0 6 4

The course will operate in the same manner as a body repair shop. Students will work on actual collision repairs. Writing orders and the purchasing of parts will be included.
Prerequisite: One previous quarter of auto body repair courses or permission of the instructor.

AUB 1119 AUTO DAMAGE REPAIR ESTIMATING 3 0 3 4

Students in the course will learn how to estimate the amount of repair a damaged auto requires including an estimate of the cost of repair. Handbooks will be used to interpret specifications and students will apply such information in the preparing of a damage estimate. Students will also learn to interpret an estimate and estimate straight time costs.
Prerequisite: One previous quarter of auto body repair courses or permission of the instructor.

AUB 1120 VINYL REPAIR AND FINISH 1 0 3 2

Students in the course will learn to remove, dye, and replace vinyl elements and plastic parts.
Prerequisite: none

AUT 1001 INTERNAL COMBUSTION ENGINES 3 0 9 6

The course includes a study of the construction and operation of components of internal combustion engines. Students will learn to identify, use, maintain, and store the various hand tools and measuring devices used in engine repair work.
Prerequisite: none

AUT 1002 LUBRICATION AND COOLING SYSTEMS 2 0 6 4

The course is designed to acquaint the student with the operation and function of the component parts of the lubrication and cooling systems. Included will be the oil pan, oil pump, oil filter, water pump, radiator, hoses, fans, and drive belts.
Prerequisite: none

AUT 1003 AUTO FUEL SYSTEMS 2 0 6 4

As a thorough study of automotive fuel systems, the course includes carburetors, fuel pumps, fuel characteristics, types of fuel and fuel systems, special tools, and testing equipment. A basic study of emission control systems will be included.
Prerequisite: none

AUT 1004 AUTO ELECTRICAL SYSTEMS 3 0 9 5

The course is an in-depth study of the electrical systems of the automobile and includes the battery, generator, ignition, alternator, distributor, electrical accessories, wiring, special tools, and test equipment.
Prerequisite: none

AUT 1005 MANUAL TRANSMISSIONS 3 0 12 7

The course covers the principles and functions of automotive manual transmissions. A study will be made of the component parts of a 3-, 4-, or 5-speed manual transmission to include clutches, clutch release systems, shifting linkage, driveshaft, universal joints, and differential systems.
Prerequisite: none

AUT 1006 AUTOMATIC TRANSMISSIONS 2 0 6 4

Students will be taught the basic operations of the automatic transmission. This study will include automatic controls, torque converter operation, planetary gear construction and operation, and the gears, valves, bands, and clutches that control them.
Prerequisite: none

AUT 1007 AUTO BRAKING SYSTEMS 3 0 9 6

The course is a complete study of various braking systems employed on automobiles and light weight trucks. Emphasis will be placed on hydraulic and manually operated brake systems. The principles and operation of anti-skid/anti-lock devices will be included.
Prerequisite: none

AUT 1008 AUTO CHASSIS AND SUSPENSIONS 3 0 12 7

The course covers the automotive chassis which includes frame, springs, shock absorbers, steering systems, tires, and wheels.
Prerequisite: none

AUT 1110 ENGINE DIAGNOSIS AND REPAIR 2 0 9 5

The course is a comprehensive study of the performance requirements and the diagnostic testing of the automotive engine. Also included will be the operation of engine testing equipment and of the machinery processes.
Prerequisite: AUT 1000 Series or permission of the instructor

AUT 1111 FUEL AND ELECTRICAL SYSTEMS DIAGNOSIS AND REPAIR 2 0 6 4

Students will be taught how to diagnose and repair problems in the electrical and fuel systems of the automobile. Emphasis will be placed on electronically controlled fuel and electrical systems.
Prerequisite: AUT 1000 Series or permission of the instructor

AUT 1112 AUTOMOTIVE SCHEMATICS AND DIAGRAMS 1 2 0 2

Through demonstration, observation, and application, students will learn to utilize a schematic drawing in the diagnosis and repair of automotive electrical and fuel systems. Emphasis will be placed on the interpretation of symbols, reading a schematic drawing, and measurement of values of electricity in the automotive system.
Prerequisite: AUT 1000 Series or permission of the instructor

AUT 1113 AUTOMATIC TRANSMISSIONS DIAGNOSIS AND REPAIR 1 0 6 3

Students will be taught to diagnose and repair problems in the automatic transmission. The course will include in-car service and testing.
Prerequisite: AUT 1000 Series or permission of the instructor

AUT 1114 POWERTRAINS: DIAGNOSIS AND REPAIR 3 0 9 6

The course will provide an in-depth study of the components in the powertrain. Students will learn to diagnose and repair the differential, universal joints, axles, driveshaft, clutch, and manual transmission.
Prerequisite: AUT 1000 Series or permission of the instructor

AUT 1115 SUSPENSION SYSTEMS DIAGNOSIS AND REPAIR 2 0 6 4

The course includes the testing, service, and repair of all units in the automotive suspension system.
Prerequisite: AUT 1000 Series or permission of the instructor

AUT 1116 FRONT AND REAR ALIGNMENT 1 0 6 3

The course will provide an examination of the procedures used in the alignment of the automotive suspension systems.
Prerequisite: AUT 1000 Series or permission of the instructor

AUT 1117 BRAKE SYSTEMS DIAGNOSIS AND REPAIR 1 0 6 3

The course will emphasize the techniques used in testing and repairing modern automotive braking systems. Various machining and measuring procedures for brake components will be studied.
Prerequisite: AUT 1000 Series or permission of the instructor

AUT 1118 AUTOMOTIVE MECHANIC SHOP OPERATIONS 3 0 12 7

The course is designed to acquaint the student with the day to-day operational processes of the automotive shop. Job estimating, parts purchasing, customer relations, shop layout and design, and safety inspections will be emphasized. Automotive servicing and repair is included.
Prerequisite: AUT 1000 Series or permission of the instructor

AUT 1119 INTRODUCTION TO THE DIESEL ENGINE 1 0 3 2

The course is an introductory study of the operation and construction of diesel engines used in current production automobiles and light trucks.
Prerequisite: AUT 1000 Series or permission of the instructor

BIO 101 GENERAL BIOLOGY 4 2 0 5

The course provides a basic introduction to general biology. The areas of cell theory, evolution, and taxonomy are covered.
Prerequisite: none

BIO 102 GENERAL BIOLOGY 4 2 0 5

The course is a survey of plant and animal biology. A study of genetics and ecology is also included.
Prerequisite: none

BIO 104 ANATOMY AND PHYSIOLOGY I 4 2 0 5

Anatomy and Physiology I is an introductory course in the normal structure and function of the human body systems designed to provide knowledge and understanding of the integumentary, musculoskeletal, nervous, and special systems as well as the basic cellular physiology of tissues. Interrelationships between these organ systems and their tissues are emphasized. Selected laboratory exercises provide for demonstration of structure and function of selected systems.
Prerequisite: none

BIO 105 ANATOMY AND PHYSIOLOGY II 4 2 0 5

Anatomy and Physiology II is an introductory course in the normal structure and function of an interrelationship between the circulatory, lymphatic, digestive, urinary, endocrine, respiratory and reproductive systems. Selected laboratory exercises provide for demonstration of structure and function of selected systems.
Prerequisite: Completion of BIO 104.

BPR 1001 BLUEPRINT READING: AIR CONDITIONING 1 2 0 2

The course covers the interpretation and reading of blueprints for heating, air conditioning, and refrigeration. Blueprint basics, lines, views, and dimensioning procedures common to the trade will be covered. The student will trace floor plans and lay out air conditioning systems.
Prerequisite: none

BUS 1105 INDUSTRIAL ORGANIZATIONS 3 0 0 3

The course provides instruction in methods, techniques, and practices of modern management in planning, organizing, and controlling operations of a manufacturing concern. Students will be introduced to the competitive system and the factors constituting product cost.
Prerequisite: none

BUS 101 INTRODUCTION TO BUSINESS 5 0 0 5

This course is a survey of the business world with particular attention devoted to the structure of the various types of business organizations, methods of financing, internal organization, and management.
Prerequisite: none

BUS 102 KEYBOARDING I 2 3 0 3

The course is an introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, and simple business correspondence.
Prerequisite: none

BUS 103 KEYBOARDING II 2 3 0 3

The course is designed to help the student develop speed and accuracy in typing and further mastery of correct typing techniques. He/she will apply this skill in the typing of letters, tabulations, manuscripts and outlines.
Prerequisite: BUS 102 or the equivalent. Speed requirement: 25 words per minute for 3 minutes.

BUS 104 KEYBOARDING III 2 3 0 3

The course is designed to help the student further develop his/her speed and accuracy in typing and apply this skill to production typing. Problem typing will include letters with special lines, manuscripts with footnotes, business forms, and general office problems.
Prerequisite: BUS 103 or the equivalent. Speed requirement: 35 words per minute for 5 minutes.

BUS 105 KEYBOARDING IV 2 3 0 3

The course is designed to help the student learn the techniques needed in planning and typing projects commonly found in business and industry. The student will be required to produce a reasonable amount of work within a given time period. Emphasis will be placed on accuracy, mailable copy, and speed.
Prerequisite: BUS 104 or the equivalent. Speed requirement: 40 words per minute for 5 minutes.

BUS 106 ALPHAHAND SHORTHAND 3 0 0 3

The course is a study of the theory of AlphaHand with emphasis on reading and drill in rapid recall. Some dictation practice is provided. Transcription skills are also studied.
Prerequisite: ENG 101

BUS 107 ALPHAHAND SPEED BUILDING 3 2 0 4

The course is a systematic review of AlphaHand theory with emphasis on skill building through dictation practice.
Prerequisite: BUS 106

BUS 110 ELECTRONIC CALCULATOR 2 2 0 3

The student will be introduced to the machines currently being used in business and industry. The student will receive training in the basic principles, operating procedures, and business applications of the electronic display calculator.
Prerequisite: none

BUS 111 SMALL BUSINESS OPERATIONS 3 0 0 3

This course provides an introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.
Prerequisite: none

BUS 112 RECORDS MANAGEMENT 3 0 0 3

The student will be able to apply the fundamentals of indexing and filing and realize the importance of filing as a basic tool of management. Theory and practice will be combined by the use of miniature letters, filing boxes, and guides. Topics studied include alphabetic, geographic, numeric, and subject filing systems.
Prerequisite: none

BUS 115 BUSINESS LAW I 3 0 0 3

The course is designed for students who need an understanding of basic business law. The student will be able to define business law terminology and state involvement of business law in the following areas: nature and sources of our legal system, contracts, sales, and bailments.
Prerequisite: none

BUS 116 BUSINESS LAW II 3 0 0 3

The course includes the study of laws pertaining to commercial paper, property rights, landlord and tenant rights, inheritances, mortgages, and bankruptcy situations.
Prerequisite: BUS 115

BUS 120 PRINCIPLES OF ACCOUNTING I 3 2 0 4

The course has, as its purpose, the development of the principles, techniques, and an understanding of the mechanics of accounting. Collecting, summarizing, analyzing and reporting information about service and mercantile enterprises will include practical application to the principles learned.
Prerequisite: none

BUS 121 PRINCIPLES OF ACCOUNTING II 3 2 0 4

This is a continuation of the study of accounting principles with emphasis on accounting for purchases, sales inventory, and assets. All these types of business organizations (single proprietorship, partnership, and corporation) will be studied.
Prerequisite: BUS 120

BUS 122 PRINCIPLES OF ACCOUNTING III 3 2 0 4

This is the study of corporations. The accounting for capital stock, corporate bonds, branch operations, and the preparation of annual reports will be covered.
Prerequisite: BUS 121

BUS 123 BUSINESS FINANCE 3 0 0 3

Students will study financing of business units, as individual, partnership, corporation, and trusts. A detailed study is made of short-term, long-term, and consumer financing.
Prerequisites: MAT 110, MAT 111 or permission of Business Ed. Dept. Chairperson

BUS 206 BUSINESS COMMUNICATIONS 5 0 0 5

The course is designed to help the student develop a skill in writing business communications. Emphasis is placed on analyzing and thinking through problems, using different psychological approaches to letter writing, and effectively using the English language in writing the following types of communications: letters that ask and letters that reply, order letters, adjustment letters, acknowledgments to orders and adjustments, sales letters, credit letters, goodwill letters, and application letters.
Prerequisites: ENG 101, BUS 102 or permission of Business Ed. Dept. Chairperson

BUS 209 EXECUTIVE SPELLING AND TERMINOLOGY 4 0 0 4

Executive Spelling and Terminology is a course designed to make the student aware of his/her spelling weaknesses and to improve his/her spelling and proofreading skills. Students will study words and phrases most likely encountered in business, technical, and professional offices. The course also stresses the correct use of the dictionary.
Prerequisite: ENG 101 or permission of Business Ed. Dept. Chairperson

BUS 210 MACHINE TRANSCRIPTION 3 2 0 4

The course is designed to provide the student skill in operation of the transcribing machine. Students develop skill in the use of a machine for transcribing from recorded dictation. It will develop their skills in grammar, spelling, and punctuation.
Prerequisites: ENG 101, BUS 102, BUS 103 or permission of Business Ed. Dept. Chairperson

BUS 212 SECRETARIAL ADMINISTRATION 3 2 0 4

Emphasis is placed on the understanding of the automated office and developing efficient work habits. Skills are taught in such areas as mail processing, telephone techniques, receptionist duties, assisting in meetings, and making travel arrangements.
Prerequisites: BUS 110, BUS 102, BUS 103 or permission of Business Education Department Chairperson.

BUS 215 WORD PROCESSING APPLICATIONS I 3 2 0 4

Students are given instruction in the basic concepts and techniques required in most word processing tasks using a popular word processing software package for the microcomputer. Applications include the creation and revision of letters, reports and other manuscripts, tables, and forms.
Prerequisite: BUS 102 or permission of the Business Ed. Department Chairperson

BUS 216 WORD PROCESSING APPLICATIONS II 3 2 0 4

The course is a word processing simulation using a popular word processing software package for the microcomputer.
Prerequisite: BUS 215

BUS 223 INTERMEDIATE ACCOUNTING I 5 0 0 5

The course provides an introduction to a review of fundamental processes of accounting. Emphasis is placed on a thorough working knowledge and understanding of financial statements. Individual items in the balance sheet and income statement are analyzed and evaluated.
Prerequisite: BUS 122 or permission of Business Ed. Dept. Chairperson

BUS 224 INTERMEDIATE ACCOUNTING II 5 0 0 5

The course presents additional study of intermediate accounting. Special problems peculiar to corporations and analysis of financial reports are considered.
Prerequisite: BUS 223

BUS 225 COST ACCOUNTING 5 0 0 5

The course is a study of the nature and purposes of cost accounting: accounting for direct labor, materials and factory overhead, job order cost and standard cost and standard cost procedures, selling, administration and distribution costs, budgeting and management use of cost data.
Prerequisite: BUS 122

BUS 226 PAYROLL PROCEDURES 3 0 0 3

The course is a study of the various federal and state laws affecting payroll procedures necessary for compliance with the laws. The following laws will be introduced: Social Security, Fair Labor Standards Act, Federal Unemployment Tax Act, State Unemployment Insurance Laws, and State and Federal Withholding Tax Laws.
Prerequisite: none

BUS 229 TAXES I 5 0 0 5

This course is a study of individual income taxes with emphasis on income, exemptions and filing status, adjustments to income, itemized deductions, credits and figuring the tax using various forms and schedules.
Prerequisite: none

BUS 230 TAXES II 3 0 0 3

The course is a study of business income taxes as they apply to small businesses.
Prerequisite: BUS 229 or permission of Business Ed. Dept. Chairperson

BUS 232 SALES DEVELOPMENT 3 0 0 3

The course is a study of retail, wholesale, and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling.
Prerequisite: none

BUS 233 PERSONNEL MANAGEMENT 3 0 0 3

Students will study principles of organization and management of an efficient workforce. A study of procurement, placement, training, promotion, supervision, transfer, fringe benefits, and health and safety.
Prerequisite: none

BUS 239 MARKETING 5 0 0 5

The course is a general survey of the field of marketing, with detailed study of the functions, policies, and institutions involved in the marketing process.
Prerequisite: BUS 101 or permission of Business Ed. Dept. Chairperson

BUS 243 ADVERTISING 3 0 0 3

The course presents the role of advertising in a free economy and its place in the media. A study of product and market research, selection of media, evaluations of effectiveness.
Prerequisite: none

BUS 245 RETAILING 3 0 0 3

The course includes the study of retailing in the economy, including present retail structure, principles governing effective operations, functions performed, merchandise handling, and managerial problems in retailing establishments.
Prerequisite: none

BUS 247 BUSINESS INSURANCE 3 0 0 3

The course is a presentation of the basic principles of risk insurance and their application. A survey of the various types of insurance is included.
Prerequisite: none

BUS 269 AUDITING 5 0 0 5

The course involves principles of conducting audits and investigations, setting up accounts based upon audits, collecting data and working papers, arranging and systemizing the audit, and writing the audit report are studied in this course.
Prerequisite: BUS 122

BUS 272 PRINCIPLES OF SUPERVISION 5 0 0 5

The course introduces the basic responsibilities and duties of the supervisor and his/her relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the roles of the supervisor. Methods of supervision are stressed.
Prerequisite: none

CER 1001 CLAY PROPERTIES AND USES 2 0 6 4

The course will include the fundamentals of the selection, preparation, and use of clay. Students will learn mixing and storage of clay plus hand building techniques. The essentials of health and safety related to a pottery studio will be covered. Use of the potter's wheel, basic glazing, and firing techniques will be introduced.
Prerequisite: none

CER 1002 WHEEL THROWN SHAPES I 2 0 6 4

The course provides the student an opportunity to produce basic forms on the potter's wheel. The forms studied will include the cylinder, cup, bowl, pitcher, and plate. Emphasis will be placed on wall thickness, balance, and proportion.
Prerequisite: none

CER 1003 GLAZING AND DECORATIVE TECHNIQUES 2 0 6 4

Through instruction, demonstration, and application students will study decorative techniques such as: slip trailing, scraffito, wax resist, and incising. Students will study low fire glaze materials, formulas, application, and low-fire firing processes.
Prerequisite: none

CER 1004 WHEEL THROWN SHAPES II 2 0 6 4

Students in the course will produce cylinders, teapots, lidded containers, bottles, and various stemware pieces utilizing the potter's wheel. Emphasis will be placed on design problems using clay components.
Prerequisite: none

CER 1005 MULTIPLE FORMS I 2 0 6 4

Throwing requirements during the course emphasize the production of multiples of the same form, such as: cylinders, cups, pitchers, bowls, and plates. The criteria stressed in these exercises is uniformity of shape and design.
Prerequisite: none

CER 1006 GLAZE FORMULATION 2 0 6 4

The course provides an in-depth study of glazes used on pottery. Students will perform glaze tests, analyze glazes, mix a variety of glazes, and perform minor adjustments to correct glaze faults and firing temperatures.
Prerequisite: none

CER 1007 MULTIPLE FORMS II 2 0 6 4

The course involves the production of look-alike wheel thrown forms focusing on cylinders, teapots, lidded containers, bottles, and stemware. Emphasis will be placed on the fusion of function, design, and shape.
Prerequisite: none

CER 1008 STUDIO PROBLEMS 2 0 6 4

A course designed to allow the students to work on instructor approved individual learning objectives. The objectives will be based on problems associated with the throwing, glazing, and firing processes.
Prerequisite: none

CER 1009 POTTERY PRODUCTION TECHNIQUES 2 0 6 4

Students will study techniques that will aid the making of multiple forms. Emphasis will be placed on rapid production and uniform shapes using a series of production processes including throwing off the hump.
Prerequisite: none

CER 1010 KILN CONSTRUCTION 1 0 6 3

The design concepts of kilns will be studied. A study will be made of kiln construction materials, heat sources, types of kilns, kiln furniture, and site selection. Either prototype kilns or an actual kiln will be constructed by the class. Safety will be stressed during all phases of construction and use.
Prerequisite: none

CER 1011 STUDIO METHODS 1 0 6 3

Students will develop learning objectives, with the instructor's approval, to solve problems discovered in the studio relating to the throwing, glazing, and firing processes.
Prerequisite: none

CER 1012 SET PRODUCTION 2 0 6 4

Students will produce a variety of sets of pottery objects utilizing the potter's wheel. Emphasis will be placed on the harmony of form, design, and glazing within the set of wares. Students will learn how to load and fire stoneware and saltware kilns.
Prerequisites: CER 1005 and CER 1007 or permission of the instructor

CHM 111 CHEMISTRY 4 4 0 6

The course is a study of the composition, structure, and properties of matter. Topics include units of measurement, structure of the atom and the periodic law, quantum theory, chemical bonding, chemical stoichiometry, thermochemistry, gas laws, and chemical kinetics.
Prerequisite: Algebra

CHM 112 CHEMISTRY 4 4 0 6

This course is a continuation of CHM 111. Topics to be covered include chemical equilibrium, ionic equations, redox equations, electrochemistry, thermodynamics, and an introduction to nuclear and organic chemistry. Laboratory experiments include qualitative analysis and other experiments to parallel lecture material.
Prerequisite: CHM 111

CJC 101 INTRODUCTION TO CRIMINAL JUSTICE 5 0 0 5

The course is a study of the history and philosophy of law enforcement and the components of the criminal justice system. The North Carolina justice system and changes within that system are included.
Prerequisite: none

CJC 102 NORTH CAROLINA COURTS/PROBATION AND PAROLE PROCEDURES 4 0 0 4

The course is a study of the fundamental operations of the North Carolina court system stressing the court procedure and structure. Included in the course is a study of the probation and parole systems.
Prerequisite: none

CJC 103 CIVIL LAW AND PROCEDURES 4 0 0 4

The course introduces the student to the civil aspect of the court system. The student will examine the different legal forms and processes used in the North Carolina civil system.
Prerequisite: none

CJC 104 CRIMINOLOGY 4 0 0 4

The course concentrates on the cause of crime and delinquent behavior.
Prerequisite: none

CJC 105 FORENSIC SCIENCE 4 0 0 4

The course is designed to acquaint the student with the areas of scientific investigation which are used in crime labs and in the collection and preservation of evidence.
Prerequisite: none

CJC 106 CRIMINAL LAW I 4 0 0 4

The course is designed to provide the student with the understanding of criminal laws and how they function with the Criminal Justice System.
Prerequisite: none

CJC 107 JUVENILE DELINQUENCY AND ADOLESCENT PSYCHOLOGY 4 0 0 4

Social factors and influences in child psychology and juvenile delinquency are studied. Special emphasis is placed upon the role of the family, peer groups, and the school in a child's life. An attempt is also made to identify problems and to present students with a number of different views as to the nature and cause of and possible solutions to these problems.
Prerequisite: none

CJC 108 COUNSELING 4 0 0 4

The course will deal with both individual and group counseling. The student will gain an understanding of the counseling relationship and develop a familiarity with the contemporary counseling theories.
Prerequisite: none

CJC 109 CONSTITUTIONAL LAW 4 0 0 4

The course is designed to provide the student with the laws and their interpretation by the U.S. Supreme Court.

Prerequisite: none

CJC 110 CRIMINAL INVESTIGATION I 4 0 0 4

Included in the course are general investigative processes, collection and preservation of evidence, interview and interrogation, case preparation, courtroom presentation, and crime scene search.

Prerequisite: none

CJC 111 CRIMINAL INVESTIGATION II 4 0 0 4

The course is designed to provide the student with the knowledge to complete a crime scene investigation.

Prerequisite: CJC 110 or permission of the instructor

CJC 112 CORRECTION ADMINISTRATION 4 0 0 4

The course will be a study of the application of various administrative principles in corrections. The administrative decision-making process, leadership, public relations, staff development, and department policy and procedure will be included.

Prerequisite: none

CJC 113 POLICE MANAGEMENT 4 0 0 4

The course is designed for the use of administrators of small law enforcement departments. Budgets, staffing, training, reporting procedures, and the uniform crime report system are included.

Prerequisite: none

CJC 114 CORRECTIONAL LAW 4 0 0 4

The course will deal with the law as it pertains to the care, custody, and control within corrections.

Prerequisite: none

CJC 115 CORRECTIONAL METHODS 4 0 0 4

The course is an in-depth study of various methods of rehabilitation emphasizing traditional as well as innovative concepts used in correctional settings.

Prerequisite: none

CJC 116 POLICE PROBLEMS AND PRACTICES 4 0 0 4

The course is designed to acquaint the student with the problems in law enforcement and how to resolve these problems.

Prerequisite: none

CJC 117 CRIMINAL LAW II 4 0 0 4

The course emphasizes new laws within the state of North Carolina and the Federal Government. Legal cases and their meaning will be discussed and analyzed.

Prerequisite: none

CJC 118 JUVENILE LAW: PROCEDURES AND THEORY 4 0 0 4

The course is a study of juvenile laws and their application to the juvenile justice field. Procedures in dealing with the juvenile both as an offender and a victim will be explained in a step-by-step process through each phase of the juvenile justice system.

Prerequisite: none

CJC 119 BASIC LAW ENFORCEMENT TRAINING I 9 0 9 12

The course is designed to prepare the student for employment in the criminal justice field.

The course covers the following topics:

(1) Course Orientation — 2 Hours

(2) Laws of Arrest, Search and Seizure — 16 Hours

(3)	Mechanics of Arrest:	
	Arrest Procedures	8 Hours
	Vehicle Stops	6 Hours
	Custody Procedures	2 Hours
	Processing, Fingerprinting, and Photographing Arrestee	4 Hours
(4)	Defensive Tactics	16 Hours
(5)	Firearms	40 Hours
(6)	Law Enforcement Driver Training	16 Hours
(2)	Constitutional Law	4 Hours
(3)	Law Enforcement Communications and Information Systems	4 Hours
(4)	Elements of Criminal Law	24 Hours
(5)	Juvenile Laws and Procedures	8 Hours
(6)	Emergency Medical Services	24 Hours
(7)	Patrol Techniques	16 Hours
(8)	Crime Prevention Techniques	4 Hours
(9)	Field Notetaking and Report Writing	12 Hours
	Testing	8 Hours

Prerequisite: State Standard for Criminal Justice Employment

CJC 120 BASIC LAW ENFORCEMENT TRAINING II **9 0 9 12**

The course leads to the completion of the criminal justice standards for employment in law enforcement as a deputy or police officer. Employment depends upon passing a state administered final exam.

(10)	Crisis Management	10 Hours
(11)	Deviant Behavior	10 Hours
(12)	Civil Disorders	12 Hours
(13)	Criminal Investigation	28 Hours
(14)	Interviews: Field and In-Custody	8 Hours
(15)	Controlled Substances	6 Hours
(16)	ABC Laws and Procedures	4 Hours
(17)	Electrical and Hazardous Materials Emergencies	6 Hours
(18)	Motor Vehicle Laws	20 Hours
(19)	Techniques of Traffic Law Enforcement	6 Hours
(20)	Traffic Accident Investigation	20 Hours
(21)	Preparing for Court and Testifying in Court	12 Hours
(22)	Dealing with Victims and the Public	8 Hours
(23)	Civil Process	24 Hours
(24)	Custody Procedures	8 Hours
	Review testing and state examination	16 Hours

Prerequisite: CJC 119 or permission of the instructor

COA 140 MICROCOMPUTER GRAPHICS **3 2 0 4**

Introductory course designed to acquaint the student with microcomputer graphics software capabilities. Students will use a microcomputer graphics software package to produce visual displays of processed data. Students will also learn to evaluate, select, install, maintain and train users to utilize microcomputer graphics software.

Prerequisite: EDP 105

COA 150 MICROCOMPUTER OPERATING SYSTEMS AND PROCEDURES (DOS) **3 2 0 4**

Introductory course designed to acquaint the student with microcomputer hardware operations. Students will use operating system commands (DOS) to control input, output and CPU devices of the microcomputer system.

COA 201 DESKTOP PUBLISHING **3 2 0 4**

The student will develop competencies in the use of desktop publishing and develop skills required to design a document. These skills will include, but not be limited to importing text, graphics, line art, scanned images, column formats, text wrapping, drop caps, hairline rules, running headers and footers, using postscript-compatible printer, and importing files from other programs.

Prerequisite: EDP 101, EDP 105, BUS 216 or BUS 215

COA 205 OFFICE AUTOMATION SYSTEMS ANALYSIS AND DESIGN 3 2 0 4

Advanced course designed to provide the student with an indepth study of the initial investigation and feasibility study used to analyze and design microcomputer office automation systems.
Prerequisites: EDP 105, 208, COA 150

COA 225 FINANCIAL ACCOUNTING 3 2 0 4

Problems involved in the acquisition and use of funds necessary to the conduct of business. Sources and instruments of capital and finance, financial organization and financing of operations. Includes practical application of the principles learned through hands-on experience with microcomputers.
Prerequisite: BUS 120, 121

COA 226 INTEGRATED SOFTWARE FOR COMPUTERS 3 2 0 4

This course is a study of an integrated software package. Specific operational skills gained is dependent upon the integrated package studied, but the focus is upon the skills needed to become functional within the context of integration. Examples of major features of integrated software are data base management, financial analysis, data communications, report generation and graphics capabilities.
Prerequisites: EDP 105, EDP 208, BUS 216

COA 230 dBASE APPLICATIONS 3 2 0 4

Advanced course designed to provide the student with knowledge to evaluate, select, install, maintain and train users to utilize microcomputer data base management software.
Prerequisite: EDP 208

COA 235 MICROCOMPUTER INTERFACING & MAINTENANCE 3 2 0 4

Students will learn to expand microcomputer processor capabilities through interfacing and networking microcomputer hardware devices. Students will also learn diagnostic testing procedures to maintain microprocessor based information systems.
Prerequisite: COA 150

COA 255 DATA COMMUNICATIONS 3 2 0 4

Advanced study of the concepts and technology of data communications in the context of computerized information systems. Includes a study of interfaces, local area networks, distributed processing, network management, security and trends in applications and technology.
Prerequisite: COA 235

COA 290 OFFICE APPLICATION SEMINAR 3 2 0 4

Supervised work experience in various computer applications. The student is given the opportunity to perform diversified duties and to be of assistance in any computer type area. Seminars are conducted one hour weekly during the quarter to evaluate the work experience. A comprehensive report is required.
Prerequisites: BUS 215, EDP 209, BUS 216, COA 230

DFT 1101 BLUEPRINT READING 2 2 0 3

Students will learn interpretation and reading of blueprints. Basic principles of the blueprint: lines, views, dimensioning procedures and notes will also be covered.
Prerequisite: none

DFT 1102 BLUEPRINT READING (ELECTRICAL) 1 2 0 2

This course concentrates on interpretation of schematics, diagrams, and blueprints applicable to electrical installations with emphasis on electrical plans for domestic and commercial buildings. Sketching schematics, diagrams, and electrical plans for electrical installations using appropriate symbols and notes according to the applicable codes will be part of this course.
Prerequisite: none

DMK 101 INTRODUCTION TO REAL ESTATE APPRAISAL (R-1) 3 0 0 3

This course introduces the student to the subject of real estate appraisal and prepares the student for the R-2 course on "Valuation Principles and Procedures". It begins with coverage of basic real property law, followed by coverage of the various concepts of value and the operation of real estate markets. Relevant mathematical concepts are then reviewed and the student is introduced to statistical concepts used in appraisal practice. Next comes coverage of real estate financing terminology and practices, followed by an introduction to the basics of residential construction and design. The student is then provided an overview of the entire valuation (appraisal) process, and the course concludes with specific coverage of residential neighborhood analysis and property analysis, two of the most important preliminary steps in the appraisal process.

DMK 102 VALUATION PRINCIPLES AND PROCEDURES (R-2) 3 0 0 3

This course focuses on the procedures (methodology) used to develop an estimate of property value and how the various principles of value relate to the application of such procedures. Emphasis is on appraisal of residential 1-4 unit properties and small farms; however, all the concepts and procedures covered are applicable to the appraisal of all types of properties. The course begins with a review of the appraisal process and proceeds into through coverage of the sales comparison approach, followed by site valuation methods used to appraise residential 1-4 unit properties. The cost approach is then covered in depth. The basic concepts and methodology associated with the income approach are covered, with emphasis on direct capitalization using an overall rate and the gross rent multiplier technique. Finally, the student is introduced to the process of reconciling property value estimates obtained through application of the approaches to value.

DMK 103 APPLIED RESIDENTIAL PROPERTY VALUATION (R-3) 3 0 0 3

This course covers laws, rules and standards which must be followed by appraisers and focuses on the application of principles and procedures to the appraisal of residential 1-4 unit properties and small farms. The student is first acquainted with federal laws/regulations applicable to appraisers and the provisions of the North Carolina Real Estate Appraisers Act and related Commission Rules. Next comes coverage of the Uniform Standards of Professional Appraisal reports, with emphasis on standard report forms. The student then participates in a comprehensive case study of an appraisal of a single-family house using the URAR form. Instruction in appraising other types of residential 1-4 unit properties and in appraising farms. Finally, the student is introduced to appraising special (partial) property interests and to condemnation appraisals.

DMK 104 INTRODUCTION TO INCOME PROPERTY APPRAISAL (G-1) 3 0 0 3

This course introduces concepts and techniques used to appraise real estate income properties. It begins with a discussion of underlying economic principles and motivations for investing in income property. The appraisal process is then reviewed with emphasis on income property. This is followed by a discussion of real estate market analysis, property analysis, and site valuation. Mathematical and statistical concepts used in the appraisal of income property are covered next followed by coverage of how to use financial tables and/or financial calculators to solve a variety of problems associated with analysis of real estate income properties, including present value, loan calculations, estimation of net operating income, and estimation of before tax cash flow. Next, students learn how to estimate the value of a real estate income property by using a gross income multiplier and by direct capitalization with an overall rate. Finally, students are introduced to other capitalization rates.

DMK 105 ADVANCED INCOME CAPITALIZATION PROCEDURES (G-2) 3 0 0 3

This course reviews and then expands on the concepts introduced in Course G-1. The direct capitalization techniques introduced in G-1 are expanded to include various band of investment and residual techniques used in income property appraisal. This is followed by a thorough discussion of the concepts of yield rates and of discounted cash flow analysis (yield capitalization), which is the primary focus of this course. Financial leverage is also discussed so students better understand the relationship between various yield rates and capitalization rates. Several traditional yield capitalization formulas including Inwood, Hoskold, Ellwood and Akerson are then discussed. Although rendered obsolete by the advent of financial calculators, these formulas are still used by many appraisers and students should be familiar with them. A financial calculator is required for this course.

DMK 106 APPLIED INCOME PROPERTY VALUATION (G-3) 3 0 0 3

This course covers laws, rules and standards which must be followed by appraisers and focuses on the application of principles and practices to the appraisal of income properties. The course begins with a review of federal laws/regulations applicable to appraisers, followed by coverage of the North Carolina Real Estate Appraisers Act and related Commission Rules, and coverage of the Uniform Standards of Professional Appraisal Practice (which are part of the Commission's Rules). Preparation of narrative appraisal reports is then covered, with students also being introduced to the Uniform Commercial and Industrial Appraisal Report (UCIAR) form. Coverage then shifts to appraising leased income properties, with emphasis on the effect of various lease provisions on the value estimate. The student then participates in highest and best use case studies, followed by case studies of appraisals of various types of existing income properties, which is the major focus of the course. The course concludes by covering considerations in appraising various development projects.

ECO 102 MICROECONOMICS 5 0 0 5

The course is an introduction to microeconomics principles and methods. Topics include the market system, supply and demand, shortages and surpluses, study of competition, and monopoly.
Prerequisite: none

ECO 103 MACROECONOMICS 5 0 0 5

The course is an introduction to macroeconomics principles and methods. Topics include national income, the monetary system, inflation, recession, national debt, and economic growth.
Prerequisite: none

EDP 105 INTRODUCTION TO COMPUTER SCIENCE 3 0 0 3

This is an introductory course to the fundamentals, concepts, and operational principles of computer information systems. Emphasis is placed on systems design structured techniques of program development, and the BASIC programming system.
Prerequisite: none

EDP 106 COMPUTER SCIENCE PROGRAMMING WITH BASIC 3 2 0 4

This course will deal with an overview of the computers and its many uses. The student will learn to write, enter, and debug programs written in the BASIC programming language. The minimum rules, techniques and applications of the language will be taught. These rules, with some moderate changes, can be applied to the many different types of computers that utilize the BASIC language.
Prerequisites: EDP 105, BUS 102 or permission of Business Ed. Department Chairperson

EDP 108 PROGRAMMING IN PASCAL 3 2 0 4

This course will introduce the student to programming Pascal language for business use. The student will write, enter, compile, and debug his/her own programs.
Prerequisites: EDP 105, BUS 102 or permission of the Business Ed. Department Chairperson

EDP 201 MICROCOMPUTER BUSINESS APPLICATIONS I 3 2 0 4

This course is designed to introduce application software in word processing, database, spreadsheets, and graphics.
Prerequisites: BUS 102 or permission of the Business Ed. Department Chairperson

EDP 202 MICROCOMPUTER BUSINESS APPLICATIONS II 3 2 0 4

This course is a follow-up to EDP 201 and presents the continuation of the creation and applications of word processing, DBASE, and spreadsheet files.
Prerequisite: EDP 201 or permission of the Business Ed. Department Chairperson

EDP 207 LOTUS 1-2-3 3 2 0 4

This course provides the students with a powerful business software package to perform functions available in LOTUS 1-2-3. The students will learn to use the commands and operations to solve lab assignments representative of problems in the business community.

Prerequisites: none

EDP 208 DBASE III PLUS 3 2 0 4

This course provides the most sophisticated data base management for the microcomputer system. Students will load a DBASE software package; create and use existing data bases; add, delete, and modify data; organize and arrange data according to specifications; and generate reports that will simplify decision-making.

Prerequisite: none

EDP 209 ADVANCED LOTUS 1-2-3 3 2 0 4

The student will master the techniques of data base management. Data base statistical commands will be learned. Data commands will be learned. File-combine commands will be taught. Hands-on creation of macros will be explored.

Prerequisite: EDP 207.

EDU 114 AUDIO-VISUAL INSTRUCTION 2 4 0 4

The course is an introduction to the nature and use of audiovisual materials. Classroom experiences place emphasis on the creation of instructional materials and the use of ready-made materials. Students will become more knowledgeable in operating the following: tape recorder, filmstrip, slide, opaque, overhead, and movie projectors.

Prerequisite: none

EDU 124 INTRODUCTION TO EARLY CHILDHOOD EDUCATION 5 0 0 5

This course is designed to familiarize the student with the foundations of early childhood education. Historical traditions, types of programs, program education, and personnel are emphasized.

Prerequisite: none

EDU 126 CHILD GUIDANCE 3 2 0 4

The course examines methods and styles of providing children with positive guidance and discipline. The concepts of communication, consequences, redirection, and time-out methods are studied. Environmental influences upon behavior are analyzed and discussed.

Prerequisite: none

EDU 130 CREATIVE ACTIVITIES 3 2 0 4

The course is a study of techniques used when working with young children to encourage creative expression through various mediums.

Prerequisite: none

EDU 131 METHODS AND MATERIALS OF TEACHING MATH 3 2 0 4

The course is a study of math concepts appropriate for young children. Classroom activities will include collecting and constructing math games and learning materials, plus the development of learning centers.

Prerequisite: none

EDU 132 METHODS AND MATERIALS OF TEACHING READING 3 2 0 4

The course is a study of major approaches and basic instruction teaching children to read. Emphasis will be on the preparing and implementing of reading lessons for various age levels.

Prerequisite: none

EDU 133 CHILDREN'S LITERATURE 3 2 0 4

The course is designed to provide the student experiences in the use of various methods of presentation when telling stories. A study is made of children's literature including the impact of children's literature on the child's total learning program.

Prerequisite: none

EDU 134 MOVEMENT AND MUSIC 3 2 0 4

The course is a study of techniques used to select music and create appropriate activities for various age levels. Emphasis will be placed on methods used to aid children in developing movement skills and an enjoyment of music.
Prerequisite: none

EDU 135 SCIENCE AND SOCIAL STUDIES FOR YOUNG CHILDREN 3 2 0 4

The course is a study of scientific facts and concepts that are interesting to young children including topics such as: animals, plants, light, color, sound, weather, water, and magnets. Emphasis will be on developing teaching strategies that will encourage young children to participate in scientific experiments and social science experiences.
Prerequisite: none

EDU 178 SEMINAR/PRACTICUM: OBSERVING YOUNG CHILDREN 3 0 3 4

The course provides practical experience in the observation of young children in a day care setting. The student will observe child performance in a group setting, adult guidance techniques, and child behavior characteristics. The seminar provides theory, ideas and activities to utilize in the promotion of a positive self-concept and individual strengths in young children.
Prerequisite: none

EDU 179 SEMINAR/PRACTICUM: WORKING IN SCHOOLS 3 0 20 5

The course provides a student teaching experience to familiarize students with the role of the teacher's aide. The student participates in off-campus work experience.
Prerequisite: Departmental Approval Required.

EDU 180 SEMINAR/PRACTICUM: WORKING WITH EXCEPTIONAL CHILDREN 3 0 20 5

The course provides a student teaching experience to familiarize students with techniques of teaching special children. The student participates in off-campus work experience.
Prerequisite: Departmental Approval Required.

EDU 181 SEMINAR/PRACTICUM: WORKING IN DAY CARE 3 0 20 5

The course provides a student teaching experience to familiarize students with the daily operation of a day care center. The student participates in off-campus work experience.
Prerequisite: Departmental Approval Required.

EDU 228 ORGANIZATION AND ADMINISTRATION OF DAY CARE 4 0 0 4

The course is a study of day care organization and administration. A study will be made of current day care rules and regulations. The student will study various day care facilities.
Prerequisite: none

EDU 230 CURRENT ISSUES IN DAY CARE 3 0 0 3

The course uses a discussion format to familiarize the student with current issues in day care. The student will be provided classic and modern readings in areas of special interest.
Prerequisite: Permission of the instructor.

EDU 231 COMMUNITY RESOURCES 4 0 0 4

The course is a study of the service agencies in the community and how to utilize them as effective resources. The course is designed to include topics such as job referrals and job interviews. Resume updates and applications will be reviewed.
Prerequisite: none

ELE 1001 APPLIED ELECTRICITY 3 0 0 3

The course covers the use and care of test equipment used in servicing electrical apparatus for air conditioning. Included will be transformers, various types of motors and starting devices, switches, electrical heating devices, and wiring.
Prerequisite: none

ELE 1101 AC-DC MACHINES AND CONTROLS 2 0 6 4

The course provides fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers, and motors. Instruction in the use of electrical test instruments in circuits analysis, the basic concepts of AC and DC machines and simple system controls will be included. An introduction to the type controls used in small appliances such as: thermostats, timers, or sequencing switches and electronic control devices used in modern manufacturing equipment will be included.
Prerequisite: none

ELE 1102 ELECTRICITY AC-DC 2 0 6 4

The course is a study of the electrical structure of matter and electron theory, the relationship between voltage, a current, and resistance in series, parallel, and series-parallel circuits. An analysis of direct current circuits by Ohm's Law and Kirchoff's Law, a study of the sources of direct current voltage potentials, fundamental concepts of alternative current flow, reactance, impedance, phase angle, power, and resonance and analysis of alternating current circuits will be studied.
Prerequisite: none

ELE 1103 INDUSTRIAL ELECTRONIC CONTROLS 3 2 0 4

The course will include the diagnosis and repair of electronic control devices used in manufacturing. A study of circuitry, switching devices and other electronic components will be covered.
Prerequisite: none

ENG 098 FUNDAMENTALS OF ENGLISH 3 0 0 3

The refresher course provides instruction in basic sentence construction with special emphasis on grammatical elements of a sentence. The course is designed to provide the background needed for ENG 101.
Eligibility is determined by an assessment inventory.
This course carries institutional credit for tuition and financial aid purposes; it does not count toward credit for graduation.

ENG 100 BASIC COMPOSITION 3 0 0 3

This course provides a review of grammar and sentence patterns, and practice in writing and revising short essays ranging from one to several paragraphs in length.
Prerequisite: ENG 098 is required for individuals with inappropriate score on assessment inventory.

ENG 101 COMPOSITION 3 0 0 3

The course provides the practice in planning, writing, and revising expository and persuasive essays. It also exposes students to professionally written essays as models for composition and as sources for practice in developing critical reading skills.
Prerequisite: ENG 100 or appropriate assessment inventory scores.

ENG 102 COMPOSITION 3 0 0 3

The course is a continuation of ENG 101. Emphasis is placed on various research techniques and documentation. The research paper is required.
Prerequisite: ENG 101.

ENG 103 COMPOSITION 3 0 0 3

The course provides an introduction to principal literary forms. Written critical evaluation and interpretation are stressed.
Prerequisite: ENG 102.

ENG 104 TECHNICAL WRITING 3 0 0 3

The course is designed as an introduction to job-related writing skills. Emphasis is placed on writing proposals and reports using various report styles. Assignments are tailored to the student's curriculum.
Prerequisite: ENG 101. (ENG 104 cannot be used to satisfy General Education English requirements.)

ENG 201 ENGLISH LITERATURE 3 0 0 3

The course is a survey of major British writers from Beowulf to the Restoration and the Eighteenth Century.

Prerequisite: none

ENG 202 ENGLISH LITERATURE 3 0 0 3

The course is a survey of major British writers from the Romantic Period to the present.

Prerequisite: none

ENG 203 AMERICAN LITERATURE 3 0 0 3

The course is a survey of major American writers from the Colonial Period to the Romantic Period.

Prerequisite: none

ENG 204 AMERICAN LITERATURE 3 0 0 3

The course is a survey of major American writers from Realism to the present.

Prerequisite: none

ENG 205 CHILDREN'S LITERATURE 5 0 0 5

This course uses children's literature as a basis for the selection and production of reading and story material for children in the elementary grades. Examination of the field of children's literature and folk literature to discover reading which satisfies modern education requirements is also included.

Prerequisite: none

ENG 1101 READING SKILLS 3 0 0 3

The course is designed to help the student develop comprehension skills and vocabulary. Emphasis is given to applying reading skills to material in the student's curriculum.

Prerequisite: none

ENG 1102 COMMUNICATION SKILLS 3 0 0 3

The course is designed to give the student basic skills of oral and written communication necessary in his/her vocation. Its focus is on practical writing and speaking experience and assignments are tailored to each student's curriculum.

Prerequisite: none

FOR 1101 EQUIPMENT OPERATIONS AND MAINTENANCE 3 0 9 6

The operation, service, and maintenance of equipment commonly used in field forestry applications will be studied. Safe and skillful operator habits should be developed through instruction, observation, and applications. The need for and practicality of personal protective clothing and equipment will be emphasized, and its use required in this course.

Prerequisite: none

FOR 1103 INTERMEDIATE STAND MANAGEMENT 2 0 6 4

Most stand management occurs from 4 to 8 years after regeneration up until a final harvest cut. Criteria and methods for precommercial and commercial thinning (partial cuts) will be emphasized. The use of prescribed burning for pine stand management will be thoroughly discussed in terms of fuel reduction, hardwood control, and wildlife habitat improvement. Timber stand improvement (TSI) will be stressed as the goal of all intermediate stand management.

Prerequisite: none

FOR 1104 MENSURATION SKILLS 3 0 9 6

Basic sampling techniques to determine site quality, stand and stocking levels will be studied from the standpoint of management alternatives, and from the standpoint of a buyer of stumpage. Methods of timber cruising using fixed plot and the wedge prism will be emphasized. Techniques with maps (and aerial photos) and compass for property line and boundary location will be covered.

Prerequisite: none

FOR 1105 GRADING AND BUYING STUMPAGE 2 0 6 4

Skills needed to properly grade and evaluate stumpage for poles, sawtimber, pulpwood and firewood will be emphasized. Various log scales and weight factors will be studied relative to typical stumpage marketing conditions. Stumpage price as a residual of delivered price will be stressed.
Prerequisite: none

FOR 1106 TIMBER HARVESTING 4 0 12 8

This course on harvesting will tie together skills on equipment operation, mensuration and management objectives to prepare the student to develop effective, efficient and profitable logging operations. Proper location of skid trails, logging roads and log decks will be stressed. Best Management Practices (BMP's) with reference to protection of soil and water resources will be stressed. Emphasis will also be given to proper hauling methods for products with regard to loading and securing cargo, weight limits, mud control and general highway safety.
Prerequisite: none

FOR 1107 GRADING AND SELLING LOGS 2 0 6 4

Grading and pricing systems for pine and hardwood log markets will be studied from the seller's (producer's) point of view. The importance of product presentation in terms of cleanliness, (minimum mud) and cutting precision for maximum grade will be stressed. Merchandising species and grade combinations for maximum profit will be emphasized.
Prerequisite: none

FOR 1108 FOREST REGENERATION 4 0 12 8

The two basic types of regeneration (natural and artificial) will be described. Site preparation for each type of regeneration will be thoroughly reviewed including use of machinery, herbicides and controlled burning. Natural regeneration skills will include methodology for seedling-in-place, seed-in-place and selection of seed trees. Artificial regeneration skills will include methods for direct seeding and planting seedlings.
Prerequisite: none

FOR 1109 FORESTRY SKILLS APPLICATION 3 0 9 6

Students will be assigned real or hypothetical job situations of various types likely to be encountered in their own practice of small-scale forestry. Complete operational plans will be required of each student, using all types of skills previously developed. Plans will be presented to and critiqued by fellow students and the instructor.
Prerequisite: Completion of one previous quarter or permission of the instructor.

FOR 1110 FORESTRY SKILLS COOP 6 0 20 8

Students will work on small-scale logging and silvicultural operations using various skills which have been acquired to obtain first-hand experience in a wide range of field applications. Experiences will be shared and discussed with other students. Critiques for each experience will be required of each student.
Prerequisite: Completion of one previous quarter or permission of the instructor.

GEO 103 CULTURAL GEOGRAPHY 5 0 0 5

This is a general course concerned with the characteristics, descriptions, and developments of world cultures.
Prerequisite: none

GEO 104 PHYSICAL GEOGRAPHY 5 0 0 5

The course is an examination of the physical and chemical processes responsible for the development of the earth's varied terrain characteristics.
Prerequisite: none

GSM 1001 GUNSMITHING TOOLS 4 0 18 10

The course is an introduction to the manufacture of tools used in the gunsmithing trade. The student will make a variety of gunsmith tools. Safety procedures will be stressed.
Prerequisite: none

GSM 1002 BASIC MACHINE PROCESSES 2 0 6 4

The student will be introduced to blueprint reading and machine shop safety. Included will be the proper use of lathes, milling machines, grinders, drill presses, and the power hacksaw.
Prerequisite: none

GSM 1003 FIREARMS BLUEING 2 0 9 5

The blueing of firearms will be taught in the course beginning with the hand polishing method and advancing to the four wheel polishing method. Immersion blueing procedure and formula will be taught. Disassembly and assembly of firearms is included.
Prerequisite: none

GSM 1004 GENERAL REPAIR 3 0 9 6

Design and function of firearms will be studied with emphasis placed on the diagnosis and correction of malfunctions.
Prerequisite: none

GSM 1005 RELOADING AND SIGHT MOUNTING 2 0 6 4

A study will be made of ballistics, bullet weight, and powder charges. Students will assemble reloading components into rifle, handgun, and shotgun ammunition. Installation of sights including one-piece mounts, two-piece mounts, side mounts, and target blocks will be studied. The student will learn to install receiver sights and open sights, and cut dovetails. The proper techniques in the use of drilling, tapping, soft soldering, and silver soldering will be taught. Shotgun beads and the use of the bore sight will be covered.
Prerequisite: none

GSM 1006 BARREL THREADING AND CHAMBERING 3 0 9 6

The course will provide students with background information on manufacturing procedures for barrels. The proper procedures for threading, setting the shoulder/shoulders, chambering, and head spacing to + zero tolerances are covered. Crowning, taper turning, contouring, and extractor cuts will be included.
Prerequisite: none

GSM 1007 STOCK MAKING: THROUGH BOLT STYLE 2 0 9 5

The design and layout of stocks along with proper wood selections will be taught. The student will be required to build by hand one stock and forearm for the through bolt style receiver. Forearm construction will include standard or beavertail styles.
Prerequisite: none

GSM 1008 STOCK MAKING: TANG STYLE 2 0 12 6

The design and layout of stocks along with proper wood selection will be taught. The student will be required to build by hand one stock and forearm for the tang style receiver. Forearm construction will include standard or beavertail style.
Prerequisite: First year GSM courses or permission of the instructor

GSM 1109 RIFLE STOCK MAKING: CLASSIC STYLE 4 0 24 12

Students will study the types of wood suitable for rifle stocks. Several classic designs and cheek piece styles will be discussed. One complete rifle stock will be constructed by hand from a blank. If a California style rifle stock has been completed by hand, the instructor may allow the student to use power equipment. An introduction to checkering will be included. The selection of chisels, proper sharpening, correct usage of files, sanding, and finishing techniques will be taught.
Prerequisite: GSM 1000 Series or permission of the instructor

GSM 1110 RIFLE STOCK MAKING: CALIFORNIA STYLE 4 0 24 12

Students will study the proper procedures in obtaining blanks from trees, with proper methods for drying blanks, and different stock designs. The student will complete a California style rifle stock. If a student has completed a classic rifle, the instructor may allow the student to use power equipment. If a classic rifle has not been completed, the student will utilize hand inletting tools and rasps. Inlays and checkering will be covered.
Prerequisite: GSM 1000 Series or permission of the instructor

GSM 1111 CUSTOM ALTERATION 2 0 12 6

The course will teach the student how to alter bolt handles, trigger guards, and actions. The installation of recoil pads, chokes, and poly ribs will be taught as well as the modification of existing stocks.

Prerequisite: none

GSM 1112 ADVANCED BLUEING 3 0 9 6

The course will include advanced techniques in polishing and a continuation of the immersion blueing method. Rust blueing and Baker blueing will be introduced.

Prerequisite: GSM 1000 Series or permission of the instructor

GSM 1113 SHOTGUN REPAIR 2 0 9 5

Emphasis will be placed on correctly diagnosing shotgun malfunctions. Corrections will be made by manufacturing parts or replacing parts under supervision of the instructor. At the end of the course students will have enough hands-on training to diagnose and correct malfunctions.

Prerequisite: GSM 1000 Series or permission of the instructor

GSM 1114 RIFLE REPAIR 3 0 9 6

Emphasis will be placed on correctly diagnosing rifle malfunctions. Corrections will be made by manufacturing parts or replacing parts under supervision of the instructor. At the end of the course students will have enough hands-on training to diagnose and correct malfunctions.

Prerequisite: GSM 1000 Series or permission of the instructor

GSM 1115 PISTOL SMITHING 2 0 6 4

The course is designed to teach the repair of handguns. The installation of new parts, the repairing of old parts, and the specialization of accurizing, sight installation, rebarreling, and trigger work will be included.

Prerequisite: GSM 1000 Series or permission of the instructor

HEA 101 HUMAN ECOLOGY 3 0 0 3

The course is a study of influences on physical and mental health. Individual practices which aid in maintaining good physical and mental health throughout the life span will be covered. Emphasis is for those who work with young children to serve as a model for good health practices.

Prerequisite: none

HIS 101 WESTERN CIVILIZATION 5 0 0 5

Major civilizations of the world will be studied with emphasis on movements of history affecting the development of western culture through the seventeenth century.

Prerequisite: none

HIS 102 WESTERN CIVILIZATION 5 0 0 5

Major civilizations of the world will be studied with emphasis on movements of history affecting the development of western culture from the seventeenth century through the twentieth century.

Prerequisite: none

HIS 201 AMERICAN HISTORY (to 1877) 5 0 0 5

The course is a study of the emergence of the federal system, democracy, states' rights, territorial expansion, the Civil War, and Reconstruction.

Prerequisite: none

HIS 202 AMERICAN HISTORY (1865 to present) 5 0 0 5

This course involves a look at the development of modern American with emphasis placed on expansion, industrialism, urbanization, race relations, and the welfare state.

Prerequisite: none

HIS 203 NORTH CAROLINA HISTORY 5 0 0 5

Students will study the history of North Carolina within the context of growth of the United States. Colonial role, development of a sectional outlook, and emergence of national prospective will also be covered.

Prerequisite: none

HIS 204 PEOPLE, CULTURE, AND CHANGE IN THE MIDDLE EAST 5 0 0 5

This course is a survey of the history and background of the Middle East as it relates to the current world situation. The course will begin with early civilization in the Middle East and follow the history into the modern world. The student should gain a better understanding of the culture and people of the Middle East as they relate to the Western World.
Prerequisite: None

MAT 098 FUNDAMENTALS OF MATH 3 0 0 3

The course is a refresher course which provides practice in basic mathematical operations such as addition, subtraction, division, multiplication, fractions, and decimals. It is designed to prepare the student for entry into MAT 101 or MAT 100.
Eligibility is determined by an assessment inventory.
This course carries institutional credit for tuition and financial aid purposes; it does not count toward credit for graduation.

MAT 100 MATH 3 0 0 3

This course is designed to enable the student to master the basic mathematical concepts and skills needed for his everyday life and work.
Prerequisite: MAT 098 is required for individuals with inappropriate scores on the assessment inventory.

MAT 101 COLLEGE MATH 5 0 0 5

This course stresses the fundamental operation of mathematics with selected topics from Algebra including set theory, operations of real numbers and their properties.
Prerequisite: MAT 100 or appropriate score on the assessment inventory.

MAT 102 COLLEGE ALGEBRA 5 0 0 5

This course is a study of numbers and their properties, exponents and polynomials, equations and inequalities, coordinates and curves, functions and systems of equations.

MAT 103 TRIGONOMETRY 5 0 0 5

The course is a study of angles and their measure, trigonometric functions, identities, logarithms, inverse functions, equations and solution of triangles. Applications of trigonometry to various fields of study will be presented.
Prerequisite: MAT 102

MAT 110 BUSINESS MATH I 5 0 0 5

The student will improve his/her ability in the fundamental operations with business problems. Daily practice in discussing and solving business mathematics problems will be provided. The student will also learn about bank and sales records, price marketing, interest and discount commission, percentages in business, and financial charges.
Prerequisite: MAT 098 is required for individuals with inappropriate scores on assessment inventory.

MAT 111 BUSINESS MATH II 3 0 0 3

The course is a continuation of the study of business math and emphasis is on payroll and taxes, financial statements, insurance, bonds, and stocks.
Prerequisite: MAT 110.

MAT 202 GEOMETRY FOR TEACHERS 5 0 0 5

The course is specifically designed for prospective elementary teachers. The emphasis is the developing of geometric concepts, problem solving and skills needed to teach elementary mathematics.
Prerequisite: none

MAT 1101 MATH SKILLS 3 0 0 3

The course is designed to provide the student with basic math skills needed for individual vocations. Topics such as metric measurements, basic math functions, conversions, and decimals are covered as they apply to each student's curriculum.
Prerequisite: none

MEC 1001 BASIC METALLURGY 3 2 0 4

The course provides students the opportunity to investigate the properties of ferrous and non-ferrous metals plus tests to determine their uses. Topics covered will include: physical metallurgy of ferrous and non-ferrous metals, production of iron and steel, theory of alloys, shaping and forming, heat treatments, surface treatments, and the classification of steels.
Prerequisite: none

MEC 1002 METAL FINISHING 1 0 6 3

The course is a basic study of the metal finishes used by the gunsmith and/or metal engraver. Through demonstration, instruction, and application the student will become familiar with blueing, Parkerizing, plating and polishing.
Prerequisite: none

MEC 1101 MACHINE SHOP PROCESSES 2 0 6 4

The purpose of this course is to acquaint the student with the procedures of layout work and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe tools and set-up work applied to the trade will be reviewed.
Prerequisite: none

MEC 1102 HYDRAULICS/PNEUMATICS 2 0 6 4

This course provides instruction in the basic theories and uses of hydraulic and pneumatics systems, and also, the combination of systems, basic designs and functions of circuits and motors, controls, electro-hydraulic servo-mechanics, filtration, accumulators and reservoirs; includes troubleshooting both hydraulic and pneumatic systems.
Prerequisite: none

MEC 1103 MACHINE INSTALLATION AND MAINTENANCE 3 0 9 6

The purpose of this course is to acquaint the student with the basic fundamentals of installation, maintenance and repair of machines. Miscellaneous electrical, mechanical, hydraulic, pneumatic and lubrication devices are installed and maintained. Methods of rigging and machine installation including location, leveling and fastening are covered. The use of precision measuring tools and checking for accuracy, squareness and correct center line distances is stressed for prestart inspection.
Prerequisite: none

MEC 1104 MAINTENANCE PRACTICUM 4 0 20 6

The student will be placed in a real maintenance situation at an appropriate industry and will be expected to perform industrial maintenance activities under the supervision of a Journeyman maintenance person.
Prerequisite: none

MEC 1105 MAINTENANCE APPLICATIONS 2 0 6 4

This course will include training activities that may be found in industry. The student will be exposed to real-life maintenance situations and tasks.
Prerequisite: none

MEG 1101 METAL ENGRAVING: TOOLS, TERMS, AND PROCEDURES 2 0 6 4

The course is designed to familiarize the student with tools, equipment, terminology, historical perspective and materials used in the industry. Introductory cuts will be demonstrated and practiced. The student will learn to identify correct gravers for each cut, how to sharpen gravers and maintain peak cutting efficiency.
Prerequisite: none

MEG 1102 METAL ENGRAVING: SCROLLS AND LETTERS 3 0 9 6

Students will be introduced to the techniques involved in making the basic scroll designs and lettering styles. The techniques will be practiced on metal in the metal engraving shop.
Prerequisite: none

MEG 1103 METAL ENGRAVING: SCENES 2 0 9 5

The student will concentrate on the various metal mediums encountered in engraving and the relationship of the engraver's tools to the various metals necessary to engrave scenes in various metals.
Prerequisites: MEG 1101 and MEG 1102 or permission of the instructor

MEG 1104 METAL ENGRAVING: BOLINO 1 0 6 3

The Bolino method (push engraving) of engraving will be introduced. Students will apply the Bolino technique in the cutting of scenes in metal, lettering, shading, scroll and western scroll.
Prerequisite: none

MEG 1105 METAL ENGRAVING: INLAYS 3 0 12 7

The course provides an in-depth study of the materials and methods used for inlay and overlay. Included will be design, letters, pattern transfer methods, polishing methods, backgrounds, and finishing techniques utilized with inlays.
Prerequisite: MEG 1103 or permission of the instructor

MEG 1106 METAL ENGRAVING: INLAY SCULPTING 2 0 6 4

Through instruction, demonstration, and application students will become familiar with inlay sculpting techniques.
Prerequisite: MEG 1105 or permission of the instructor

MEG 1107 METAL ENGRAVING APPLICATIONS 3 0 9 6

The student will apply skills learned in previous classes. "Real life" experiences will be introduced in the classroom and finished in the metal engraving shop.
Prerequisite: MEG 1105 or permission of the instructor

MUS 101 MUSIC APPRECIATION 5 0 0 5

This course is designed to acquaint students with elements of music necessary for enjoyment and understanding; vocabulary of musical terms and the opportunity to become an informed listener.
Prerequisite: none

NUR 1101 FUNDAMENTALS OF NURSING 7 4 3 8

The course is an introduction to the basic nursing principles and procedures underlying safe nursing care. Emphasis is on concepts of safe, therapeutic environments and competent performance of basic nursing skills. Introduction to the legal and ethical responsibility of the Licensed Practical Nurse is included. Utilization of the nursing process as a problem-solving strategy is introduced.
Prerequisite: none

NUR 1103 PHARMACOLOGY 3 0 0 3

The course provides a study of safe techniques for administration of drugs. Modes of preparation, legal aspects, calculation of dosage (adult and child) and universal measures for safe administration are examined and incorporated throughout the study of the various drugs by classification.
Prerequisites: NUR 1101, PSY 110, ENG 1102, BIO 104, MAT 100

NUR 1104 NURSING SEMINAR 2 0 0 2

This course is a study of the history and trends of nursing. This course provides a historical perspective including a discussion on leaders in nursing, the nurse practice act and educational trends. Practical nursing education, role of the practical nurse, the current health care delivery system, licensure, code and Ethics, legal aspects, and nursing organizations are studied. Career opportunities and continued education will also be discussed.
Prerequisites: NUR 1101, NUR 1105, PSY 110, ENG 1102, BIO 104, NUR 1111, PSY 111, BIO 105, NUR 1112, NUR 1103

NUR 1105 GERIATRIC NURSING 3 0 0 3

This course is designed to prepare the graduate nurse to provide basic health and personal care for older persons. Areas of study include the processes of aging by body systems, communication, nutrition, drug usage, sexuality, resources and services, death and dying. The emphasis is on the "understanding of caring for and about" elderly individuals.
Prerequisites: NUR 1101, PSY 110, ENG 1102, BIO 104, NUR 1111, PSY 111, BIO 105, NUR 1103

NUR 1106 NCLEX-PN REVIEW 1 0 0 1

This course is designed to provide the student with a comprehensive, current, and complete review of practical nursing content. The emphasis is to aid the student in preparation for the state licensing examination. Opportunity is provided for the student to evaluate his/her knowledge of nursing theory and to increase his/her understanding of nursing.
Prerequisites: NUR 1101, PSY 110, ENG 1102, BIO 104, NUR 111, NUR 1105, PSY 111, BIO 105, NUR 1112, NUR 1103

NUR 1111 NURSING ADULTS AND CHILDREN I 7 0 12 11

The course is designed to provide beginning knowledge of the physical and psychosocial needs of the hospitalized adult and child requiring medical or surgical intervention. Emphasis is placed on various types of common deviations of wellness and the use of the nursing process to plan nursing intervention. Clinical experience is provided under supervision in the care of the adult and child medical surgical patient. The clinical component will include operating room and recovery room experience.
Prerequisites: NUR 1101, PSY 110, ENG 1102, BIO 104

NUR 1112 NURSING ADULTS AND CHILDREN II 9 0 18 15

The course is a continuation of the study of adults and children with further examination of the physical and psychosocial needs. Emphasis is placed on various types of common deviations requiring use of the nursing process to meet the nursing needs of the hospitalized adult and child. Clinical experience is provided under supervision, in the case of the adult's and children experiencing diseases of the respiratory, cardiovascular, the blood, gastrointestinal, sexuality, nervous and musculoskeletal systems.
Prerequisites: NUR 1101, PSY 110, ENG 1102, BIO 104, NUR 1111, PSY 111, BIO 105, NUR 1103

NUR 1113 NURSING ADULTS AND CHILDREN III 4 0 9 7

The course is a continuation of NUR 1112 with further examination of the physical and psychosocial needs of the hospitalized adult and child. Emphasis is placed on symthesizing theoretical principles and nursing skills with utilization of the nursing process. Clinical experience is provided in care of the adult and child experiencing various chronic and acute deviations of elimination of fluid waste, endocrine function, vision and hearing, skin integrity, immune response, and emergency nursing.
Prerequisites: NUR 1101, PSY 110, ENG 1102, BIO 104, NUR 1111, PSY 111, BIO 105, NUR 1112, NUR 1103, NUR 1105

NUR 1114 MATERNAL AND NEWBORN NURSING 5 0 9 8

The course is a study of nursing care problems presented during the normal and complicated childbearing maternity cycle with emphasis on the normal cycle. The normal newborn infant, premature infant, and infants with abnormalities will also be studied. Opportunities for supervised clinical experiences in the nursing care of the childbearing family and newborn are provided. Utilization of the nursing process and demonstrating competency in clinical nursing skills are emphasized.
Prerequisites: NUR 1101, NUR 1105, PSY 110, ENG 1102, BIO 104, NUR 111, PSY 111, BIO 105, NUR 1112, NUR 1103

NUT 102 NUTRITION FOR YOUNG CHILDREN 3 2 0 4

The course is a study of basic nutrition and the food needs of young children. Topics to be covered include: helping families learn nutrition concepts, planning balanced diets for preschool age children, and assisting children with eating difficulties.
Prerequisite: none

PHO 1001 BASIC PHOTOGRAPHY 2 0 3 3

Students in this course will develop skill in the use of a 35mm camera. Topics to be covered will include: proper exposure under a variety of lighting conditions, the use of various backdrops, the staging of a still life photograph, the use of natural settings, black and white film developing and printing.
Prerequisite: none

PHS 101 PHYSICAL SCIENCE 4 2 0 5

The course is a survey of physical laws and scientific principles: motion, conservation laws, gravity and motion.

PHS 102 PHYSICAL SCIENCE 4 2 0 5

The course is a survey of scientific principles: atomic, nuclear physics; chemistry and astronomy.

PHY 1001 APPLIED SCIENCE 2 2 0 3

The course is an introduction to the principles of physical science applicable to the field of auto mechanics. Topics in the course include: properties of solids, liquids, and gases; motion and mechanical movement; simple and compound machines; and basic electrical principles.
Prerequisite: none

PHY 1111 APPLIED SCIENCE (INDUSTRIAL MAINTENANCE) 3 0 0 3

The course provides an introduction to physical principles and their application in industry. Topics in the course will support the particular curriculum in which the course is offered and will be selected from the following: measurement, force, motion, work, energy, power, solids, liquids, gases, heat, thermometry, electrical principles, properties of matter, sound, and light.
Prerequisite: none

PLU 1101 PLUMBING PRINCIPLES 2 0 6 4

This course will introduce students to the tools, fittings, and small equipment used by plumbers. Most of the time will be spent in the shop where the student can learn how to handle these materials correctly. The student will perform operations such as threading, cutting, caulking, and sweating of the various kinds of pipe and tubing used in the trade.
Prerequisite: none

POL 103 STATE AND LOCAL GOVERNMENT 3 0 0 3

The course is a study of state and local government, state-federal interrelationships, the functions and perogatives of the branches and problems of the administration, legal procedures, law enforcement, police power, taxation, revenues, and appropriations. Special attention will be given to North Carolina.
Prerequisite: none

POL 201 STATE & LOCAL GOVERNMENT IN U.S. 5 0 0 5

The course is a study of the structure and functioning of the state and local government and its role within the federal system. The organization, functions, powers and methods of the state, county, and municipal government will be covered.
Prerequisite: none

PSY 105 HUMAN GROWTH AND DEVELOPMENT I 5 0 0 5

The course is designed to give students a theoretical background and practical knowledge in the application of general principles in child development. Conception through infancy is covered.
Prerequisite: none

PSY 106 HUMAN, GROWTH AND DEVELOPMENT II 5 0 0 5

A course designed to give the student an understanding of the development of the human being from toddlerhood to middle childhood. The student will study the motor, speech, emotional, social and intellectual development of the child during this stage.
Prerequisite: PSY 105 or permission of the instructor

PSY 110 PRINCIPLES OF PSYCHOLOGY 3 0 0 3

The course presents a study of human behavior in terms of perception, motivation, learning, personality, environment, and emotion. The student is introduced to the fundamentals of abnormal behavior and therapies.
Prerequisite: none

PSY 111 HUMAN GROWTH AND DEVELOPMENT-LIFE SPAN 3 0 0 3

This course is designed to give students theoretical and practical knowledge in the area of human development.
Prerequisite: none

PSY 121 EXCEPTIONAL CHILDREN I 3 0 0 3

The course is designed to introduce the student to the guidelines and objectives basic to educating pre-school and K-3 exceptional children. Emphasis is placed on identification, diagnosis, and methods of teaching a variety of exceptional children.
Prerequisite: none

PSY 122 EXCEPTIONAL CHILDREN II 3 0 0 3

The course continues the study of exceptional children. Emphasis is placed on teaching techniques to use when working with exceptional children.
Prerequisite: PSY 121 or permission of the instructor

PSY 150 INTERPERSONAL RELATIONS 3 0 0 3

The course provides a framework for understanding the self, other people, and communications or transactions between people. Each student will do a self-analysis and, if he/she wishes, will set up a goal to accomplish for himself/herself during the course. The primary focus of the course is personal awareness and growth.
Prerequisite: none

PSY 201 INTRODUCTION TO PSYCHOLOGY 3 0 0 3

The course provides the groundwork for a basic introduction to general psychology. The principal areas of history, awareness, learning, and self are covered. Specific topics include personality, memory, motivation and emotion, sensation and perception, and consciousness.
Prerequisite: none

PSY 202 PSYCHOLOGY OF ADJUSTMENT 3 0 0 3

Emphasis in the course is placed on psychological principles of the life span, adjustment and abnormality, and social psychology. Specific topics include aging, death and dying, stress, therapies, holistic health, and social behavior.
Prerequisite: none

PSY 203 CHILD PSYCHOLOGY 5 0 0 5

Physical, mental, social, and emotional development of the child from birth to adolescence within specific emphasis on the influences which affect these areas of development will be covered in Child Psychology.
Prerequisite: none

REL 103 OLD TESTAMENT 5 0 0 5

Emphasis is placed on the Old Testament from a historical, critical perspective; life and faith in the context of biblical revelation.
Prerequisite: none

REL 104 NEW TESTAMENT 5 0 0 5

Students will study the New Testament from a historical, critical approach; the Gospels; the letters of Paul and the General Epistles as a basis for understanding the life and teachings of Jesus; the beliefs and practices of the early church.
Prerequisite: none

REL 105 WORLD RELIGIONS 5 0 0 5

The course includes a survey of the great religions of the world and their interrelationships. Religions covered include Christianity, Islam, Judaism, Buddhism, Hinduism, and Confucianism.
Prerequisite: none

RDG 098 FUNDAMENTALS OF READING 3 0 0 3

The course is designed to help the student improve his/her reading comprehension skills and vocabulary. Readings in the student's field of interest will help prepare the student for entry into his/her chosen curriculum.
Eligibility is determined by an assessment inventory.
This course carries institutional credit for tuition and financial aid purposes; it does not count toward credit for graduation.

SAF 1001 SAFETY 2 0 0 2

The course will provide instruction covering topics such as: accident prevention, fire prevention, fire safety regulations, personal protective equipment, first aid, equipment preventive maintenance, and the proper use and storage of tools.

Prerequisite: none

SCI 101 GENERAL SCIENCE 4 2 0 5

The course provides an introduction to matter and energy with an emphasis on the principles of physical science. Topics include elementary particles, relativity of motion, energy, interaction, and scientific model.

Prerequisite: none

SCI 102 GENERAL SCIENCE 4 2 0 5

The course includes a survey of the fundamental principles of life with an emphasis on biological science. Topics include an overview of cells, plant and animal kingdoms, genetics, evolution, and ecology.

Prerequisite: none

SOC 105 FAMILY PROCESSES 3 2 0 4

The course is a study of the dynamics of family life in the modern American culture. Cross-cultural and historical perspectives of family life are compared. Techniques of working with the parents of young children are emphasized.

Prerequisite: none

SOC 107 INFLUENCES OF THE MASS MEDIA 3 0 0 3

The course is designed to make the student aware of the effects of the mass media on the individual and society. Students will explore techniques of persuasion used in newspapers, magazines, television, and radio. Topics include advertising techniques, content and slant of news reporting, quality of television, and trends in films.

Prerequisite: none

SOC 108 CURRENT SOCIAL PROBLEMS 3 0 0 3

In today's ever changing society many problems exist. Some are relatively new, and others are as old as man himself. This course allows the student to be acquainted with the cause and effect relationship of some of the significant social problems today.

Prerequisite: none

SOC 201 INTRODUCTION TO SOCIOLOGY 5 0 0 5

This course is an introduction to the study of sociology, providing essentials for an intelligent understanding of the forces making for group life and for specialized study of sociological problems.

Prerequisite: none

SPH 105 EFFECTIVE SPEAKING 5 0 0 5

The course is a study of the principles of oral communication emphasizing interpersonal, small-group, and public speaking. It provides practice in organization, composition, and delivery of speeches.

Prerequisite: none

TXY 1101 TAXIDERMY: FISH 4 0 12 8

The course will concentrate on the mounting of fish with related practical experience in the mounting of selected specimens. Topics covered will include: fish identification, measuring techniques, rebuilding and coloration, and ecological concerns.

Prerequisite: none

TXY 1102 FISH COLORATION 2 0 6 4

Through instruction, demonstration, and application students will learn to mix and apply paint with the airbrush when restoring natural color to a mounted fish. Students will paint natural colorations on mounted specimens or fiberglass reproductions.

Prerequisite: none

TXY 1103 TAXIDERMY: LARGE FURBEARING ANIMALS **3 0 9 6**

The course will be a detailed study including practical experience in the mounting of large furbearing animals such as deer heads and antlers. Included in the study will be topics such as: animal identification, use of proper form and coloration in rebuilding specimens, and animal habitats.
Prerequisite: none

TXY 1104 TAXIDERMY: SMALL FURBEARING ANIMALS **3 0 9 6**

Students in the course will study and gain practical experience in the mounting of small furbearing animals such as raccoon and squirrel. Included in this study will be topics such as: animal identification, rebuilding techniques, specimen posing, and natural settings for displays.
Prerequisite: none

TXY 1105 TAXIDERMY: BIRDS **4 0 12 8**

The course concentrates on mounting birds emphasizing game birds. Topics stressed during this course will include: bird identification, rebuilding birds with proper form and coloration, state and federal laws affecting wild animals.
Prerequisite: none

TXY 1106 CASTING AND REPRODUCTION FISH **2 0 6 4**

The course provides the students with information needed to finish and paint reproduction fish. The course includes measuring techniques and reference study. An introduction to casting methods will also be presented.
Prerequisite: none

TXY 1107 TAXIDERMY: HIDE PREPARATION **3 0 9 6**

This course provides the student with all the information needed to properly prepare a hide/cap for mounting. Instruction covers all aspects of preparation from skinning to final tanning.
Prerequisite: none

TXY 1108 TAXIDERMY: REPTILES **3 0 9 6**

The course will focus on mounting reptiles. Topics include reptile identification, habitat, measuring and rebuilding techniques, and the making of hatbands.
Prerequisite: none

WLD 1101 BASIC WELDING **2 0 6 4**

The course will provide an introduction to the theory and practice of cutting, welding, brazing, and soldering. Basic information in arc and gas welding, safety precautions, and care of welding equipment will be stressed.
Prerequisite: none

CONTINUING EDUCATION

Purpose

Education is a process that continues throughout an individual's life. The recent rapid developments in technology have made it imperative that individuals make purposeful plans in order that they might keep abreast of these developments both in the societal and physical changes that have taken place. It is the College's aim to afford every individual in Montgomery County the opportunity to develop to his/her fullest potential in whatever areas of vocational and cultural endeavor that he/she desires.

GENERAL INFORMATION

Admission

Any adult who has reached the age of eighteen (18) and is not enrolled in public school is eligible to enroll in Adult Continuing Education classes.

Fees

A small fee is charged for adult education classes. Such fees, when charged, are due and payable upon entry. Books and supplies are available through the College bookstore. When classes meet at community centers, the College's bookstore makes it possible for books to be purchased at the community center. North Carolina residents who are over the age of 65 do not have to pay registration fees.

Certificates

Certificates are awarded students meeting requirements for any of the classes and programs for adults.

Class Locations

A number of adult classes are held on the College campus. Classes are also conducted in any community of the Montgomery Community College service area whenever a sufficient number of students have indicated an interest.

Class Formation

Generally, classes in Continuing Education are established on a demand basis. Different program areas have different requirements for number of students, costs, and places to meet. Course offerings will reflect the needs and interests of the citizens. This means that Montgomery Community College counts on its public to

request courses. At times, courses will be announced which need additional students. If you desire a course which has not been announced, contact the Continuing Education Department of Montgomery Community College. Your cooperation in recruiting a group of your friends and neighbors for a course is appreciated.

Enrollment

For an adult to enroll in a class, he/she can follow either of two procedures: (1) Simply show up for an announced class and take a chance on the class being filled, or (2) pre-register by telephone with the secretary to the Dean of Continuing Education and assure himself/herself of a place in the class.

CEU'S

A CEU is a unit designation recognized by the Southern Association of Colleges and Schools and is awarded for most Adult Continuing Education Classes at Montgomery Community College. The CEU signifies the class is organized for a quality instructional program.

CEU's are earned at a rate of 1 CEU for each ten (10) hours class.

AREAS OF STUDY

ADULT BASIC LITERACY

For the adult who was unable to complete public school, a series of basic courses are offered county-wide. These courses are free of charge to adults. Courses start at grade 1 and end with a high school level graduation.

ADULT BASIC EDUCATION

The primary purpose of the Adult Basic Education (ABE) program at Montgomery Community College is to provide literacy, consumer, and social educational opportunities for adults who have less than an eighth grade education and are eighteen (18) years of age or older to develop their abilities to the level they desire up to the eighth grade level. The ABE program will also accept students with a high school diploma who demonstrate a need to improve their basic skills.

The ABE emphasis at Montgomery Community College is on consumerism. The philosophy of the ABE curriculum is that "the 3R's" can be best taught in terms and methods used by the student. Also included in the program of study are social studies, science, crafts, and implementation of standard materials to improve the reading, writing, and mathematical capabilities of the ABE students.

Adult Basic Education classes are offered in the major communities in Montgomery County. ABE classes run from early September to the end of May. However, summer classes will be offered if there is sufficient interest. These courses are taught by qualified instructors from the local community and held day or evening

for a total of four to six hours per week. Adults may enter the program at any time during the year. There is no cost for the ABE Program.

Montgomery Community College will assist interested organizations or groups of individuals in setting up new ABE classes. Wherever there is sufficient interest, Montgomery Community College will establish an ABE class.

Adults may obtain additional information or enroll by one of the following methods: (1) come to Montgomery Community College, (2) telephone the Continuing Education Department, or (3) show up for the announced class.

COMMUNITY SERVICES

Short, personal enrichment courses are the mainstay of Community Services. Courses are offered in many locations throughout Montgomery County. Courses may be day or evening.

Cultural Enrichment Programs are offered throughout the year and may include:

EXAMPLE:

- Basketweaving
- Crocheting
- Practical Plumbing
- Art
- Small Gas Engines

CPR and FIRST AID

These courses are designed to train one how to properly administer first aid to a victim of accident or sudden illness.

EMERGENCY MEDICAL TECHNICAL

This program is designed to aid one in becoming a state certified Emergency Medical Technician.

FIRE SERVICE

Fire Service education is designed to train beginning firemen and upgrade experienced firemen in all aspects of firefighting procedures and equipment. NFPA 1001 Standards Certification courses are available.

HIGH SCHOOL EQUIVALENCY CERTIFICATE - GED

GED stands for General Educational Development. The GED tests are designed to measure the important knowledge and skills usually learned during high school, that one may have obtained through experience, reading, and informal training.

The General Education Development (GED) test allows the student to receive a high school equivalency certificate issued by the North Carolina Board of Community Colleges upon satisfactory completion of a battery of five standardized

achievement tests. The tests are designed to measure a person's knowledge and skill in:

1. Correct and effective English in written expression. An essay on an assigned topic is required.
2. Effective reading, understanding and interpretation of Social Studies.
3. Effective reading, understanding and interpretation of Natural Sciences.
4. Effective reading, understanding and interpretation of Literature.
5. Ability to solve problems in Mathematics.

The five tests require from one to two hours each. You may take them all in one day or one at a time. There is no set procedure. A total score of at least 225 points with no single test score below 35 is passing.

The certificate is issued by the North Carolina State Board of Community Colleges. It is legally equal to a high school diploma, and is recognized almost without exception by industry, agencies of the government, colleges, and other organizations and institutions.

Montgomery Community College offers preparation classes designed to help adults eighteen (18) years of age and older prepare to pass the GED exams. Classes are recommended for those adults having had no more than 2½ years of high school or who have been out of school for several years. Regular attendance is expected and is vital for any measurable steady progress. Although it is a classroom setting, students work and advance at their own pace.

GED classes are offered in the major communities in Montgomery County. GED classes run from early September to the end of May. However, summer classes will be offered if there is sufficient interest. Courses are offered both day and evening for a total of four hours per week. Adults may enter the class at any time during the year. There is no cost for the GED preparation classes. Any adult eighteen years of age or older who has not completed high school is eligible to enroll.

The GED program is also offered on campus through the Learning Center.

HUMAN RESOURCES DEVELOPMENT PROGRAM (POSITIVE EMPLOYMENT TRAINING)

The Human Resources Development Program at Montgomery Community College is a pre-vocational training and placement program. It is designed to assist the chronically unemployed in finding employment, and the underemployed in finding better employment.

The program provides structured pre-vocational training, counseling, and assistance into permanent employment or further educational training. The pre-vocational component provides students with instruction in basic communication skills and a basic orientation to the world of work. Students are taught resume' writing, completing a job application, handling the interview, and positive job attitudes. Other topics within the pre-vocational component are planning and reaching goals, consumer education, and personal hygiene.

Students are scheduled for counseling sessions with a staff member as needed. The counseling session is designed to address problems the students may be encountering in the job search, work environment, or educational training.

Finally, students are assisted by staff members in job search for up to one year if necessary. Those students who may still lack some basic skills necessary for employment after exiting the program are assisted in entering some area of educational training.

Presently, classes are held on Montgomery Community College's campus in two, six, and eight week sessions, from 8:30 am until 2:00 pm three to five days per week. The two week sessions focus on nuts and bolts of the job search. Evening classes may be established where necessary. There is no cost to the student.

JTPA

The Job Training Partnership Act (JTPA) is a federally funded program designed to help economically disadvantaged individuals. If the individual is eligible, JTPA will provide them with funds for tuition, activity fees, books, and insurance. JTPA also provides additional services such as counseling, career assessment, job development, job placement, and referral services. In order to determine eligibility, all applicants must verify income for six months prior to application, bring proof of age (driver's license or birth certificate) and social security number. Male applicants should bring proof of selective service registration. All information is strictly confidential.

LAW ENFORCEMENT TRAINING

Law Enforcement Training offers training designed to meet the needs of state, county, city, and other law enforcement agencies. It includes the basic course required for certification.

MANAGEMENT DEVELOPMENT PROGRAM

This area includes several courses designed to broaden the educational background of supervisors, to develop the leadership abilities of supervisors, and to provide preparatory supervision training.

MULTI-LEVEL ENGLISH AS A SECOND LANGUAGE

Multi-level English as a Second Language (ESL) provides non-English speaking students the opportunity to learn the four skills of the English language. This is accomplished by teaching in progressive levels: ESL I (Survival English), ESL II (Intermediate English), and ESL III (Advanced English).

Survival English is for the beginner student concentrating on basic survival English skills (eg. respond to greetings; ask and give basic information; identify days, months, colors, numbers, parts of body, etc.). Intermediate English builds upon the skills developed in ESL I and develops at a higher level (eg. grammatical structure; use various tenses; speak in longer and more complex sentences). In

Advanced English the development of more refined English skills continues. Emphasis is on developing more fluent speaking, reading, and writing skills. Classes are centered around the objectives of developing language competency and cultural orientation. It is directed toward adult students learning English as a second language for active participation in the community.

Any non-English speaking adult eighteen years old and older is eligible to enroll. Classes are free. Montgomery Community College offers these classes in the major communities within Montgomery County. Classes are offered day or evening and an adult may enter the class at any time during the year.

OCCUPATIONAL EXTENSION

Occupational Extension cooperates with industry, professional organizations, and other interested groups in providing a varied group of programs for the expressed purpose of updating and upgrading skills whereby the working person might enjoy a more satisfying and financially rewarding occupation. These classes may be held at any appropriate meeting place whether it be in industrial firms, public school buildings, libraries, or at the College.

The courses listed below are only a few of the many offerings available through the occupational extension division. Those persons interested in these or additional courses should contact the Continuing Education office for more information.

Industrial Maintenance
Heat Pump Skills Enrichment
Industrial Safety
Hydraulics
Nursing Assistants

LEARNING RESOURCES

LEARNING CENTER

A special feature of the LRC is the Learning Center. This center has the capacity of providing a variety of educational experiences for community citizens. Among these are the High School Completion program, courses of general interest, and courses related to the curriculum offerings.

The center provides these courses by using the individualized and programmed approach to learning as well as a careful examination of the student's needs. An analysis of these needs is made and personalized learning activities are planned that will assist the students in achieving stated goals. The program allows one or several students to study a given subject. A wide variety of subject material is available. There is no cost for most programs.

LIBRARY

The Library provides instructional support for the faculty, aids the students in learning, and serves the administration and community. The function of the Library is to support and enrich classroom instruction through a collection of carefully selected materials for personal enrichment. These functions are achieved through book and non-book media, and self-study materials.

The Library, a multi-media center, has a carefully selected and growing collection of more than 16,000 volumes, subscriptions to 150 current periodicals, and a variety of audiovisual materials. Audiovisual software, such as films, filmstrips, cassettes, slides, transparencies, tapes, microfilms, videotapes, and other types are added when appropriate to provide a wide range of information in various forms for library patrons.

Through the North Carolina State Library System, the library participates in an inter-library loan program and a 16mm film program. All circulating materials belonging to the State Library collection or to any post-secondary institutions in the State are available through inter-library loan to all patrons of the library. The State Library's 16mm film collection is also available to patrons of the library.

Students and area citizens are encouraged to use the library for study, research, browsing, self-improvement, and enjoyment. Professional staff are on duty to assist with reference, research, tutorial assistance and reading guidance. The staff provides assistance and orientation in the use of the center. The library is open during normal operating hours of the college.

VISITING ARTIST PROGRAM

The Visiting Artist Program is a statewide artist residency program cooperatively sponsored by the North Carolina Arts Council and the Department of Community Colleges. This program places professional artists in residence in community colleges throughout the state to supplement and enhance local community arts resources and to promote the various visual, performing, and literary art forms in

all segments of participating communities. Examples of activities performed during the residencies include performances, demonstrations, master classes, lectures, concerts, and the creation of works of art for public places. Artists may also serve as resources for public schools. Montgomery Community College participates in the Visiting Artist Program. There is no cost to organizations or groups who request the services of the visiting artists.

COLLEGE PERSONNEL

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Montgomery Community College Personnel

Harold E. Anderson . . . . . Chairman-Gunsmithing Department
Diploma-Pennsylvania Gunsmith School — Instructor-Gunsmithing

Wayne Bernauer . . . . . Instructor-Gunsmithing
Diploma-Pennsylvania Gunsmith School

Donna A. Beverly . . . . . Learning Lab Coordinator
B.A.-University of North Carolina at Greensboro

Donald O. Blake . . . . . Instructor-Light Construction

Cleodies Bowden . . . . . Custodial/Maintenance
Diploma-Montgomery Community College

Peggy M. Brewer . . . . . .Bookstore Manager
Certificate-Arnold's Business College

Kathy Brown . . . . . .Evening Receptionist/Secretary

Tammie Lorraine Bruton . . . . . Day Care Assistant

Lois R. Callicutt . . . . . .Instructor-Adult Basic Education
B.S.-High Point College

Deborah J. Capel . . . . . .Day Care Superviser
A.A.S.-Montgomery Community College

Eva K. Cooke . . . . . Instructor-Practical Nurse Education
B.S.-University of North Carolina at Chapel Hill

Virginia F. Cranford . . . . . .Bookstore Clerk

Joseph M. Ferree . . . . . .Chairman-Creative and
B.S.-Pembroke State University Natural Design Department
M.F.A.-University of North Carolina Instructor-Pottery Production
at Greensboro

Karen S. Frye . . . . . Secretary - Faculty
A.A.S. - Sandhills Community College

Doris C. Gardner . . . . . Instructor-Business Education
B.A.-Bennett College
M.Ed.-University of North Carolina at Greensboro

Candace C. Garner . . . . . .Accounts Payable/Compliance Officer
A.A.S.-Montgomery Community College

Virginia H. Gentry . . . . . Secretary-Curriculum
A.A.S.-Montgomery Community College

David M. Gillis . . . . . .Instructor-Taxidermy
Diploma-Montgomery Community College

Grady Z. Goforth . . . . . Media Supervisor
A.A.S.-Anson Community College

Barney M. Greene . . . . . .Purchasing Agent/
A.A.S.-Montgomery Community College Equipment Coordinator
B.S.-Gardner-Webb College

Tamara D. Greene . . . . . .Financial Aid/Veterans
B.S.-Wingate College

Joseph S. Hamilton . . . . . Custodial/Maintenance
Diploma-Montgomery Community College

Peggy K. Hammond . . . . . Instructor-Guided Studies
B.A.-Greensboro College

Dr. Benny B. Hampton . . . . . President
B.S., M.Ed., Ed.D.-North Carolina State University

Grover H. Harkins . . . . . Instructor-Food Service
Certificate-USAF Officer Candidate School

Karen J. Harris . . . . . Controller
A.A.S.-Montgomery Community College
B.S.-Gardner-Webb College

Kathy W. Harris . . . . . Registrar
A.A.S.-Montgomery Community College

Betty R. Harvel . . . . . Switchboard Operator/
Diploma-Asheboro College Secretary-Extended Day

Alexander F. Haug. . . . . Custodial/Maintenance
B.S.-Western Carolina University

Laura K. Heim. . . . . Faculty Secretary/Evening Receptionist

Walter A. Heim . . . . . Instructor-Gunsmithing
Diploma-Montgomery Community College
Diploma-Coastal Carolina Community College

Jesse J. Houser, Jr. . . . . . Instructor-Metal Engraving
Diploma-Montgomery Community College

Emily Howard . . . . . Recruiter, Curriculum
B.A.-Appalachian State University

David B. Isner . . . . . Instructor-Forestry
B.S.-Virginia Polytechnic Institute & State University

Kenneth W. Jarvis . . . . . Executive Dean-Fiscal and Administrative Affairs
B.S., M.A.-Appalachian State University

Paul O. Johnson . . . . . Custodial/Maintenance
Diploma-Montgomery Community College

Gurney B. Jordan . . . . . Chairman-Mechanical
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